PCOLS

101

INTERACTIVE TUTORIAL

Recommended Role: A/BO

How to Disposition a Case in Data Mining

TUTORIAL ICON LEGEND:

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

The button will appear on many screens throughout this tutorial. Click on this button to view additional information.

Click the button to return to the previous screen.

Clicking on an area highlighted by a red box will advance the tutorial to the next step.

Scenario: The A/BO has received a notification email regarding a flagged transaction in DM/RA that needs to be reviewed.

The following interactive tutorial will demonstrate how the A/BO dispositions the case in Data Mining.

All new cases must be reviewed within 16 business days to avoid escalation.

New Case Notification Schedule

HNC/Fair Isaac	When	PCOLS/SRS Sends Email to…	# of Business Days Elapsed
Send initial referral to PCOLS	Newly flagged case	Primary A/BO, Alternate A/BO, & A/BO Supervisor	0
Send referral #2 if no action	After 10 days once initial referral sent	Primary A/BO, Alternate A/BO, & A/BO Supervisor	11
Send referral #3 if no action	5 days after referral #2	A/OPCs & A/OPC Supervisor	16
Send referral #4 if no action	5 days after referral #3	A/OPCs & A/OPC Supervisor	21
Send referral #5 if no action	5 days after referral #4	Level 3s	26
Send referral #6 if no action	5 days after referral #5	Level 3s	31
Send referral #7 if no action	5 days after referral #6	Level 2s	36
Send referral #8 if no action	5 days after referral #7	Level 2s	41
Send referral #9 if no action	5 days after referral #8	PCPMOs	46
Send referral #10 if no action	5 days after referral #9	PCPMOs	51
No further referrals sent			

Note: All intervals are in terms of business days

Example of a Flagged Transaction email.

-----Original Message-----
From: PCOLS_noreply@dmdc.osd.mil [mailto:PCOLS_noreply@dmdc.osd.mil]
Sent: Tuesday, July 24, 2012 5:46 PM
To: A/BO.name DLA CIV INSTLLATION SUPPORT
Cc: A/BOSUPERVISOR.name DLA CIV INSTALLATION SUPPORT
Subject: [PCOLS DM ACTION] Flagged Transaction

In accordance with MID 904, the Department of Defense has developed a data mining capability to identify purchase card transactions at risk of fraud, misuse or abuse. Additionally, a small number of transactions have been randomly selected to assist in the refinement of the application.

The following transaction in your Managing Account has been selected for review:

Cardholder Account Number: *138000
Cardholder Name: User name
Primary A/BO Name: User name
TBR Hierarchy: 47163-00021-00099-00592-26584 Case Number: 123456 Transaction ID: 001cc12s3456789 Date of the Transaction: 06-08-2009 03:53:44 Merchant Name: XYZTESTMERRORATION
Transaction Amount: $172.22

You are required to initiate and complete a review of the subject transaction. If action is not taken in a timely manner, the transaction will be forwarded to your Agency/Organization Program Coordinator for their action.

You must perform the following steps to complete a review of this transaction:
1. Access PCOLS using the link below.
https://pki.dmdc.osd.mil/appj/pcols-web/CACAuthenticateAction.do?newSession=true&case_num=912576
2. Authenticate yourself using your Common Access Card (CAC) 3. Select your role associated with this account (TBR Hierarchy 47163-00021-00099-00592-26586).
4. Complete the case review.
5. Enter a disposition and, if required, the planned action. If additional research is required, you may select a disposition of "Under A/BO Review" and return at a later time to enter the correct disposition of the case.
6. Click Save to complete the case review.

The following users in organization DESSP-2 are authorized to complete the review of this transaction for Managing Account *138000
Primary A/BO: User Name
Alternate A/BO: User Name
A/BO Supervisor: User Name
A/BO Supervisor: User Name

If this information needs to be updated, please contact your designated Agency/Organization Program Coordinator to have necessary user changes completed in EMMA and AIM.

For account related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the following phone numbers.

US) - Commercial (toll-free): 1-800-376-7783
- DSN: 661-7307
ial: 269-961-7307

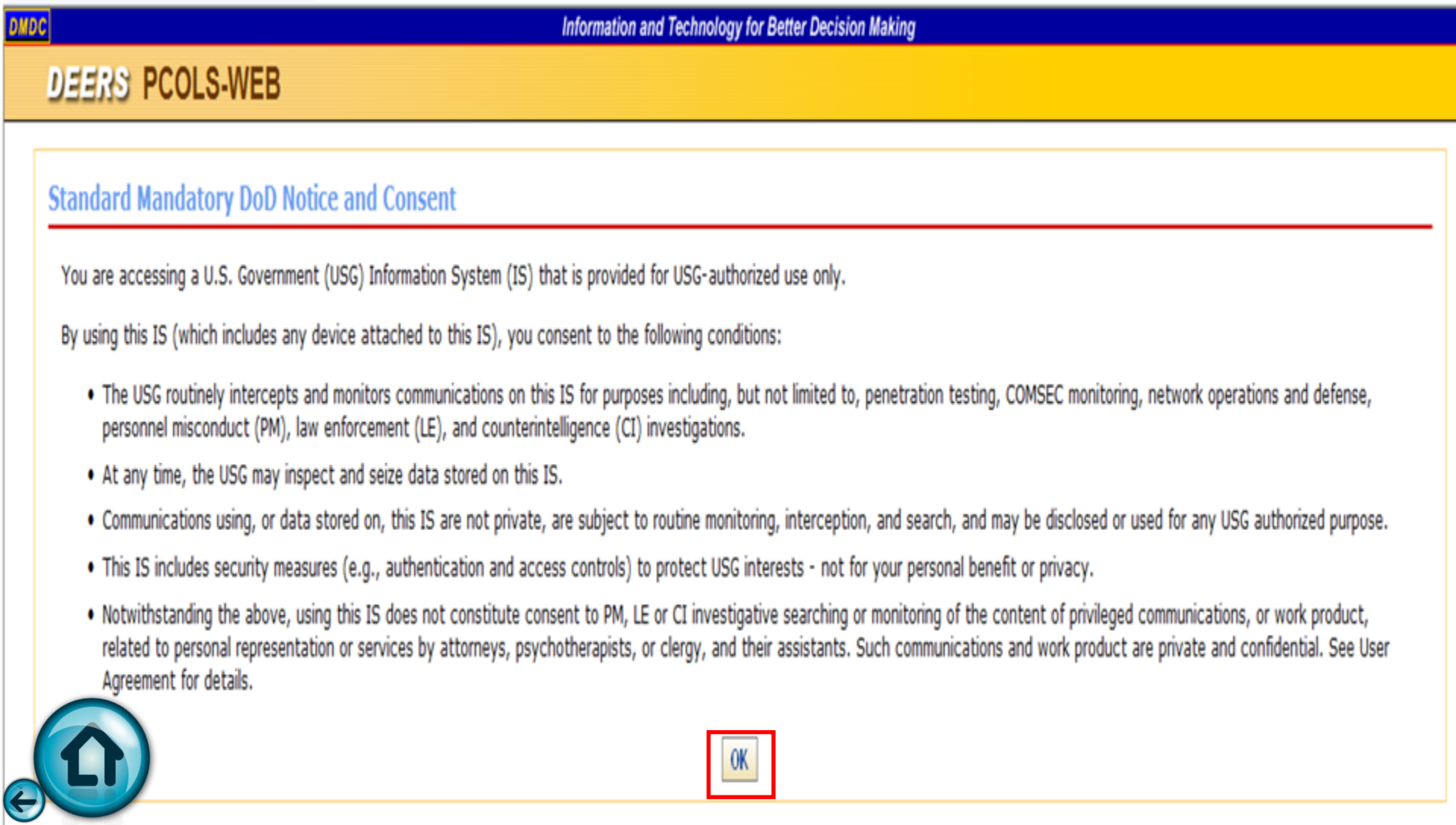
There are two ways to access a flagged transaction.

1. Link in flagged transaction email
2. PCOLS Single Sign-On (SRS)

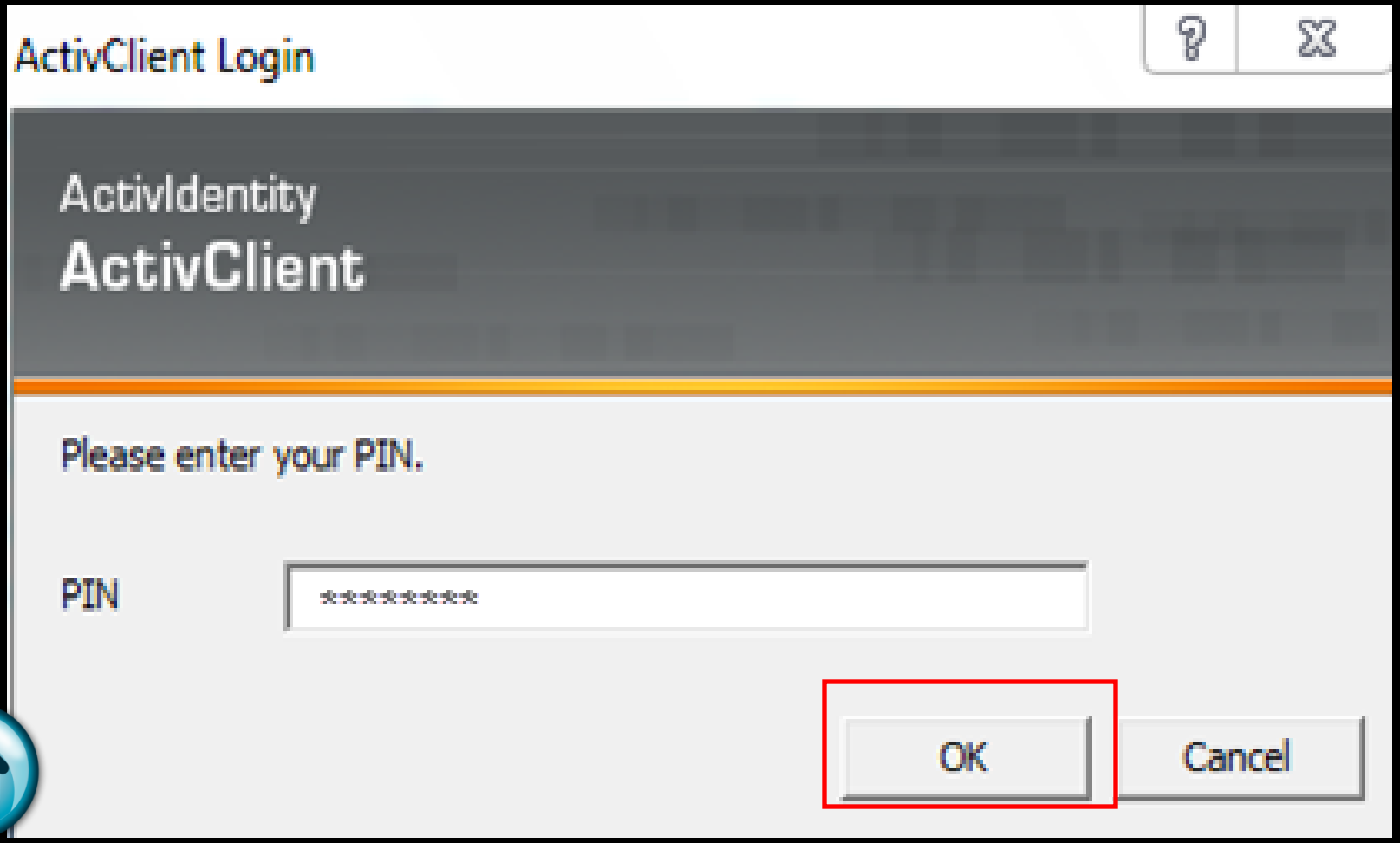
Go to the PCOLS Single Sign-on (SRS):

https://pki.dmdc.osd.mil/appj/pcols-web/

You are at the Standard Mandatory DoD Notice and Consent page. Click the “OK” button.


DMDC
Information and Technology for Better Decision Making
DEERS PCOLS-WEB
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
• The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
• At any time, the USG may inspect and seize data stored on this IS.
• Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
• This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
• Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
OK

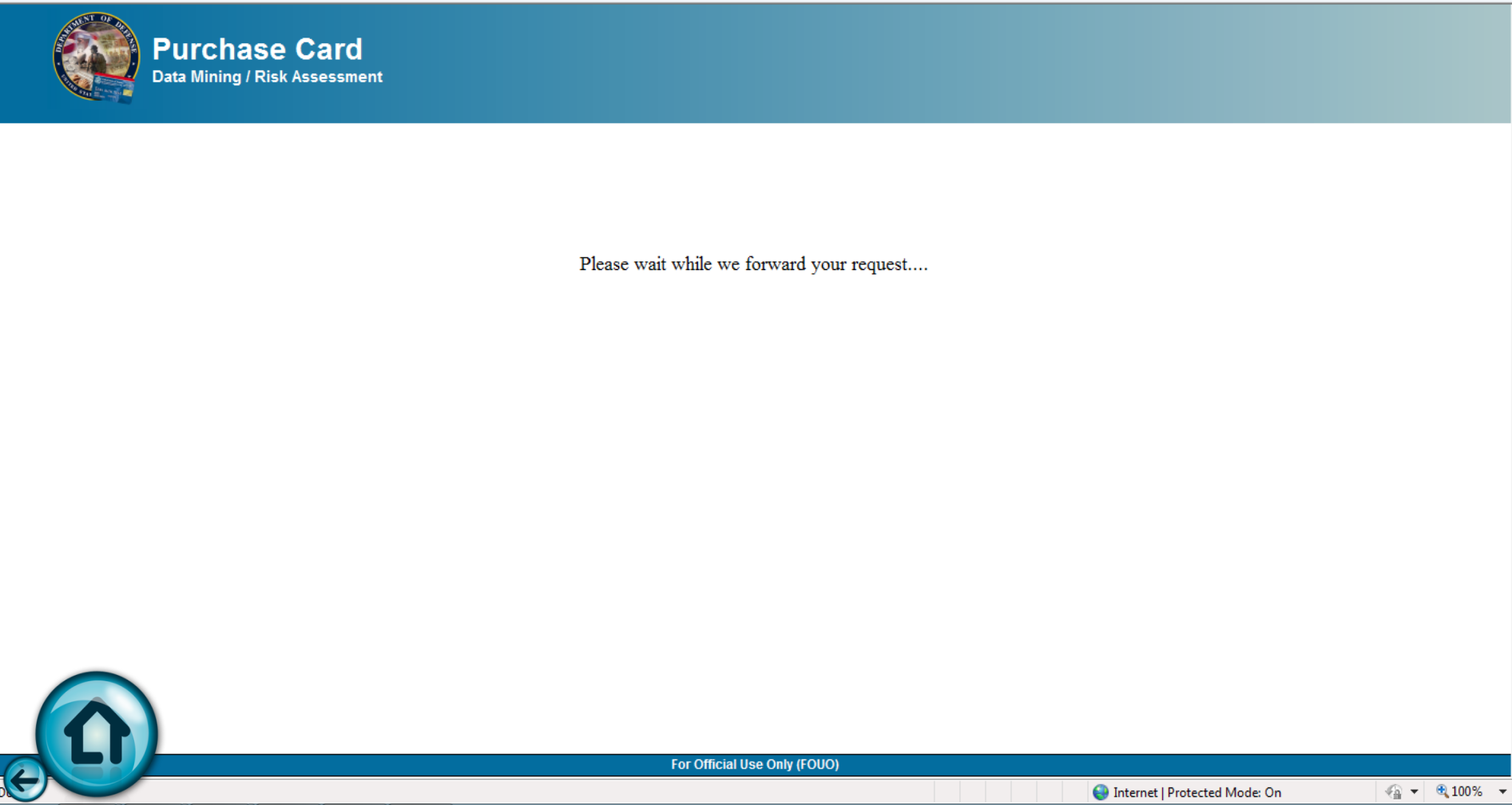
The user enters their PIN. Click the “OK” button.



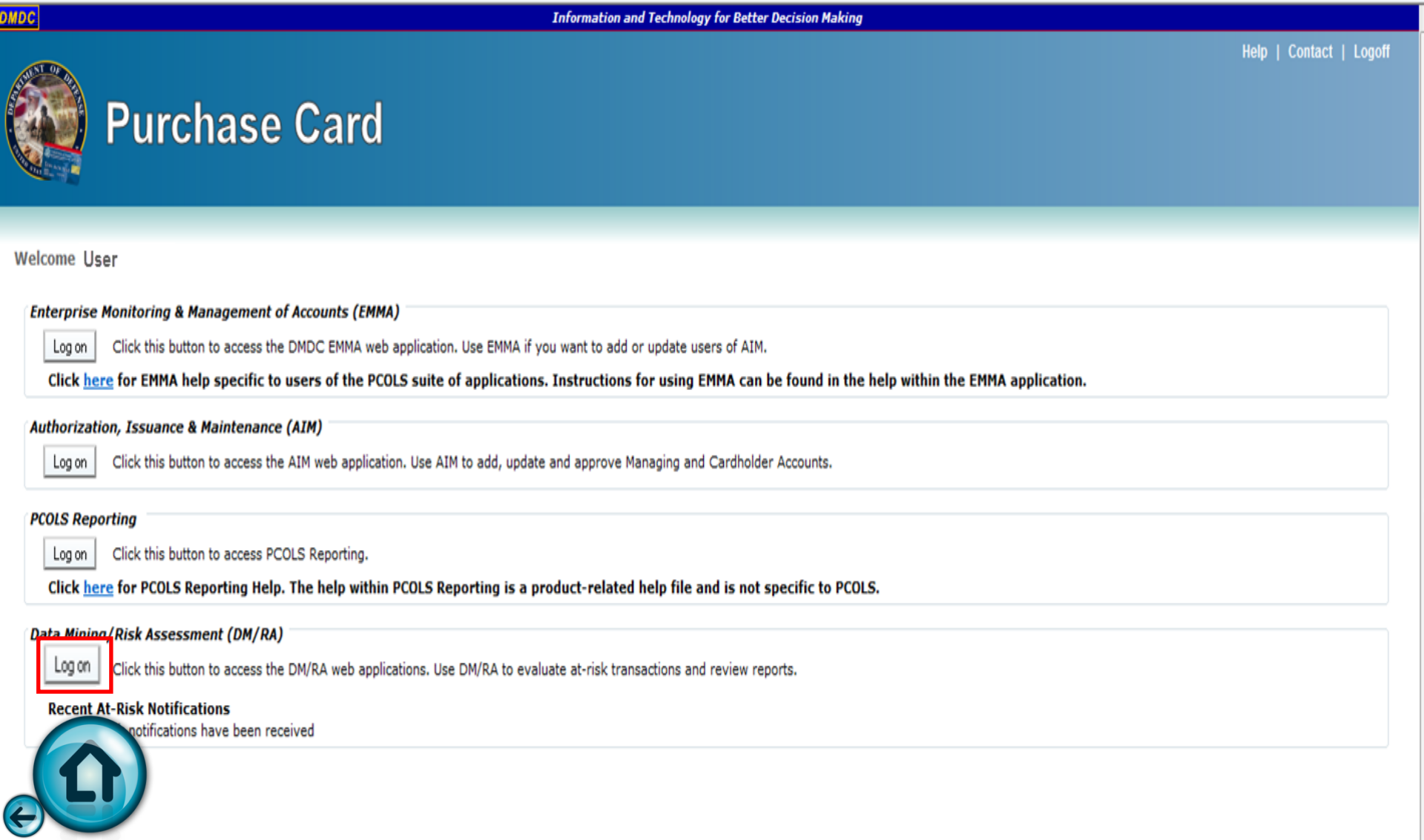
Click the “CAC Log on” button.

Purchase Card Single Sign On Web Application: L...
Page
Safety
Tools
DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Log on
Please select a method to log on:
Common Access Card
Token Redemption
Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM), DMDC Enterprise Monitoring and Management of Accounts (EMMA), PCOLS Reporting, or Data Mining/Risk Assessment (DM/RA) web applications.
CAC Log on
Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will allow you to accept your new role, and be able to log in with just your CAC in the future.
Token:
Redeem Token
System Notifications
4.The SRS Logon messages are listed in the order they will be on the SRS Logon page. To update the SRS Logon Messages select the Logon Message to be changed, modify the message text as needed and select the appropriate
theupdate.
ssage.adding this message.

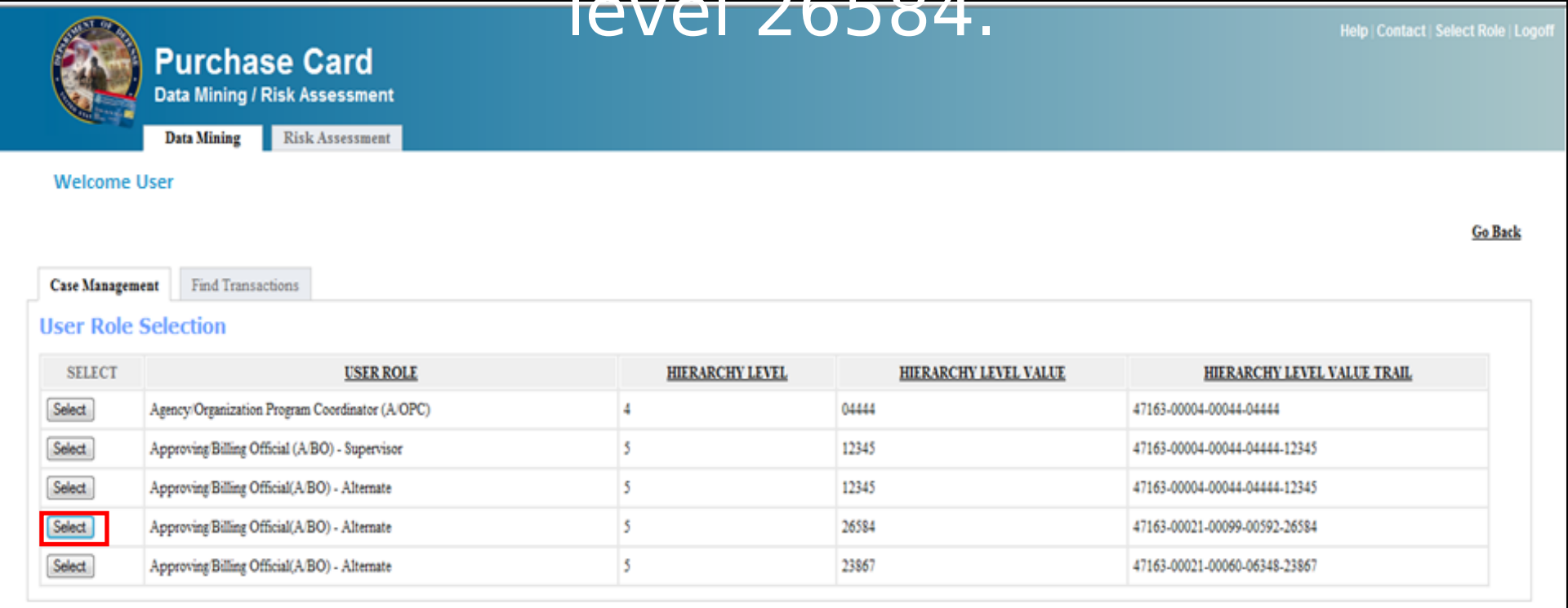
Please wait while we forward your request...


Purchase Card
Data Mining / Risk Assessment
Please wait while we forward your request....
For Official Use Only (FOUO)
Internet | Protected Mode: On
100%

Click on the “Log on” button for Data Mining/Risk Assessment (DM/RA)


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
Data Mining/Risk Assessment (DM/RA)
Log on
Click this button to access the DM/RA web applications. Use DM/RA to evaluate at-risk transactions and review reports.
Recent At-Risk Notifications
notifications have been received

You are at the role selection screen. Click the “Select” button for the Approving Billing Official (A/BO) – Alternate, hierarchy level 26584.



Note: The hierarchy for this role matches the one listed in the flagged transaction email.

Example of a Flagged Transaction email.

-----Original Message-----
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Sent: Tuesday, July 24, 2012 5:46 PM
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Cc: A/BOSUPERVISOR.name DLA CIV INSTALLATION SUPPORT
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A/BO Supervisor: User Name

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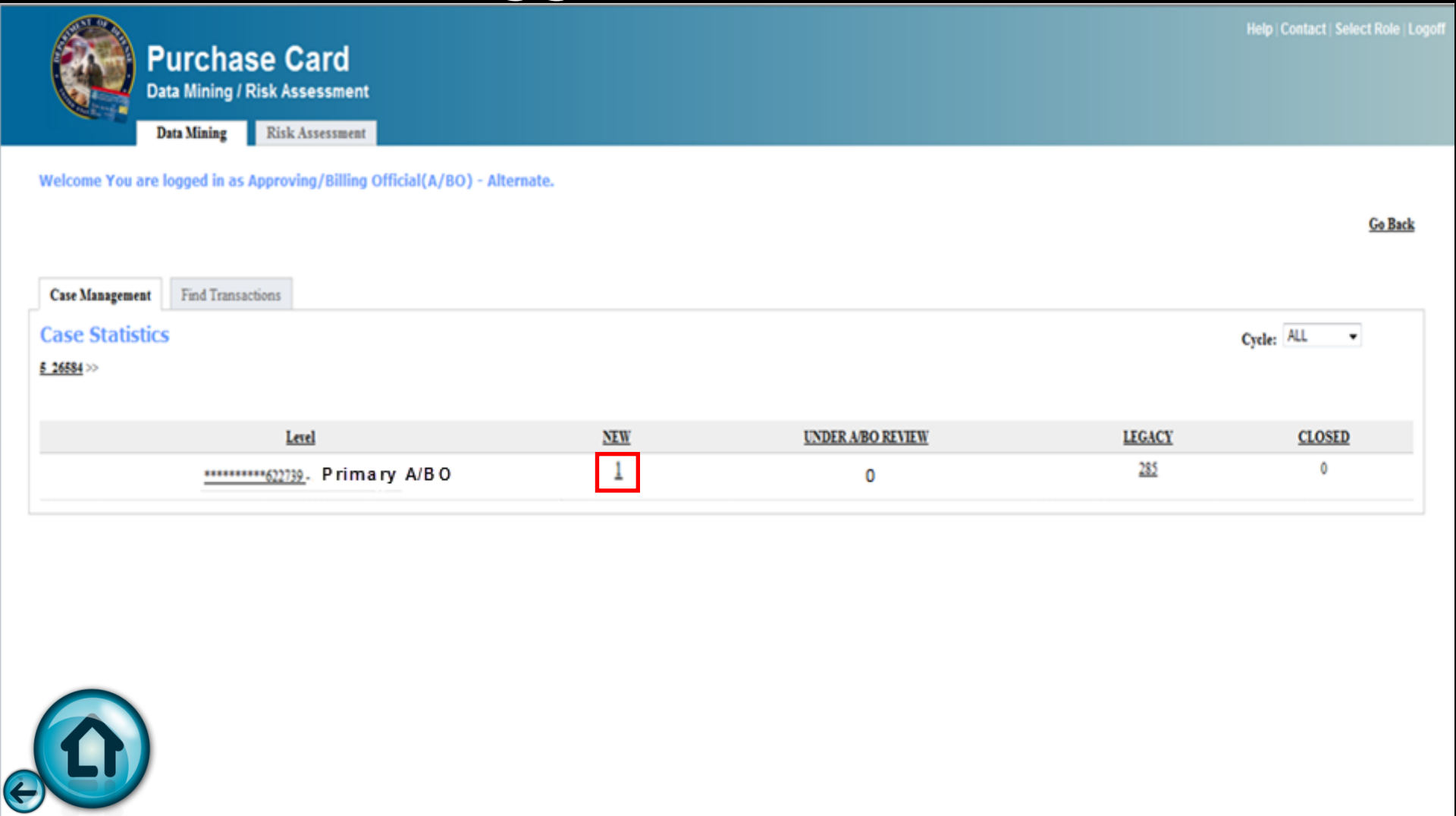
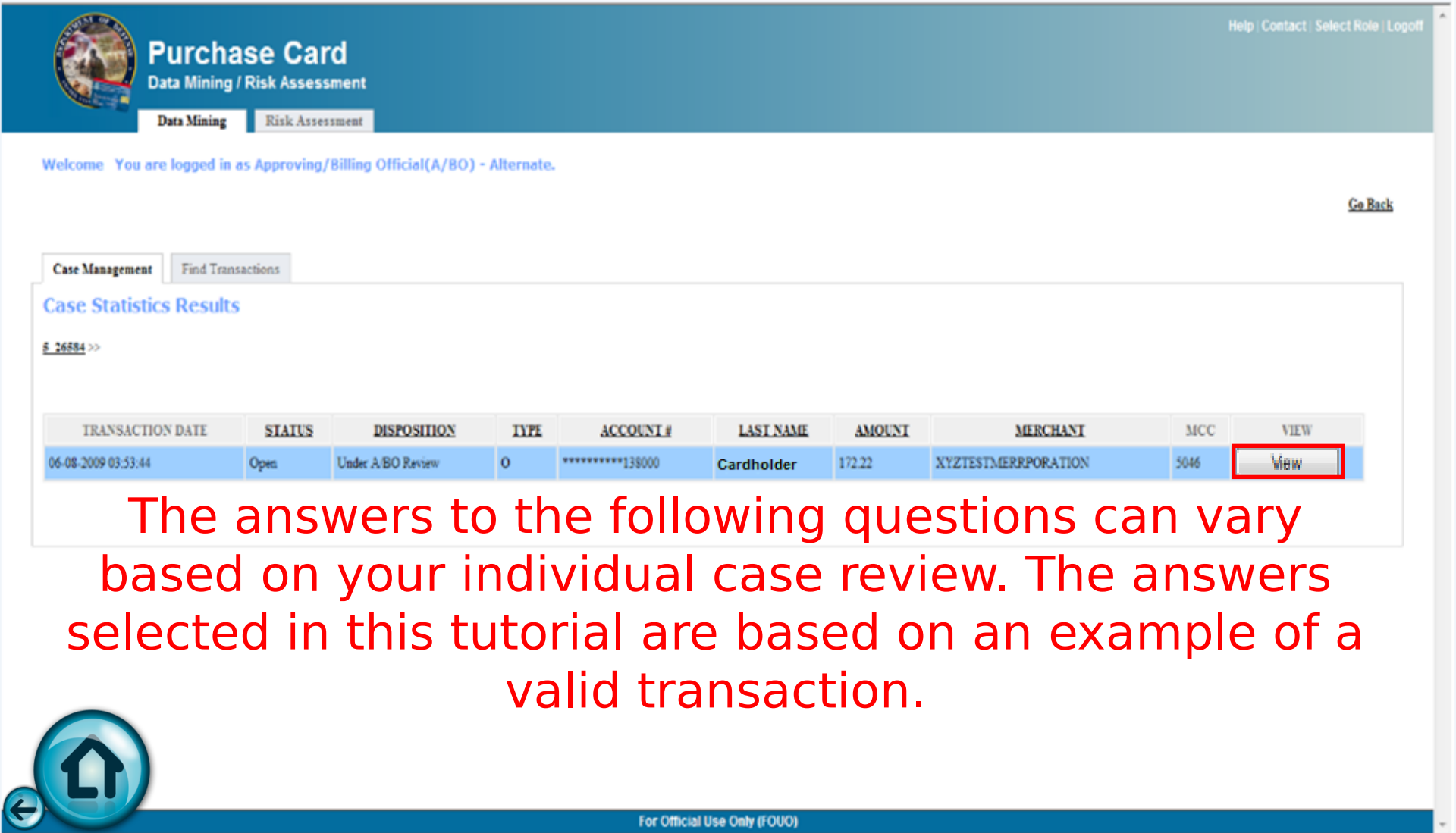
- DSN: 661-7307
ial: 269-961-7307

You are on the Case Statistics screen. Click on the “1” hyperlink under “New” to view the case flagged for review.

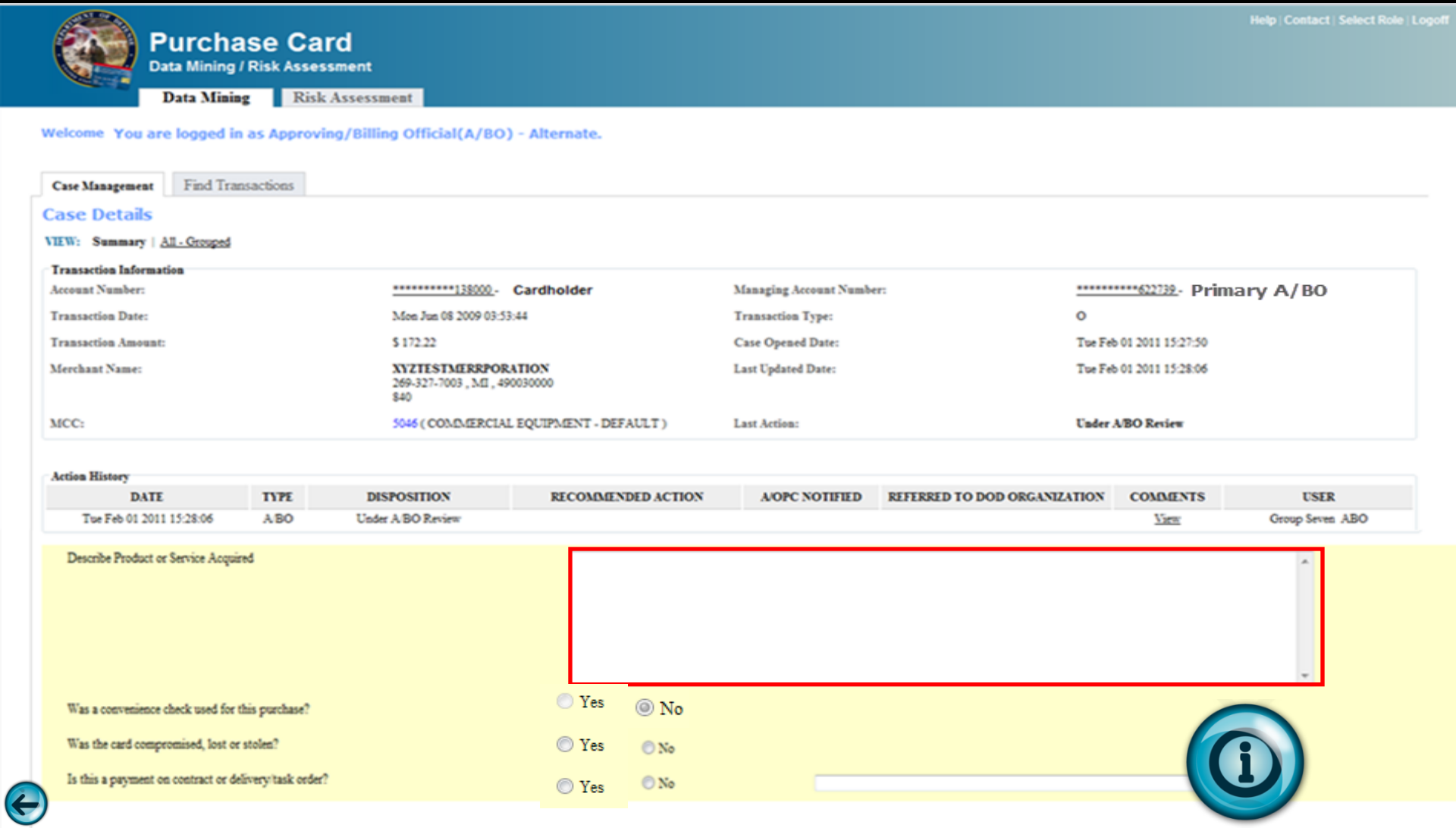


The user can click on the “View” button at the end of the row to navigate to the Case Details screen. Click on the “View” button.



The answers to the following questions can vary based on your individual case review. The answers selected in this tutorial are based on an example of a valid transaction.

You will be required to describe product or service acquired. Click inside the box to continue.



Summary View

The first section displayed on the Case Details screen in Summary view is the "Transaction Information" section. This section contains the Account Number, Managing Account Number, Transaction Date, Transaction Type, Transaction Amount, Case Opened Date, Last Updated Date, Merchant Name, MCC, and Last Action. The Account Number and Manager Account (both masked) allow drill up to the associated level.

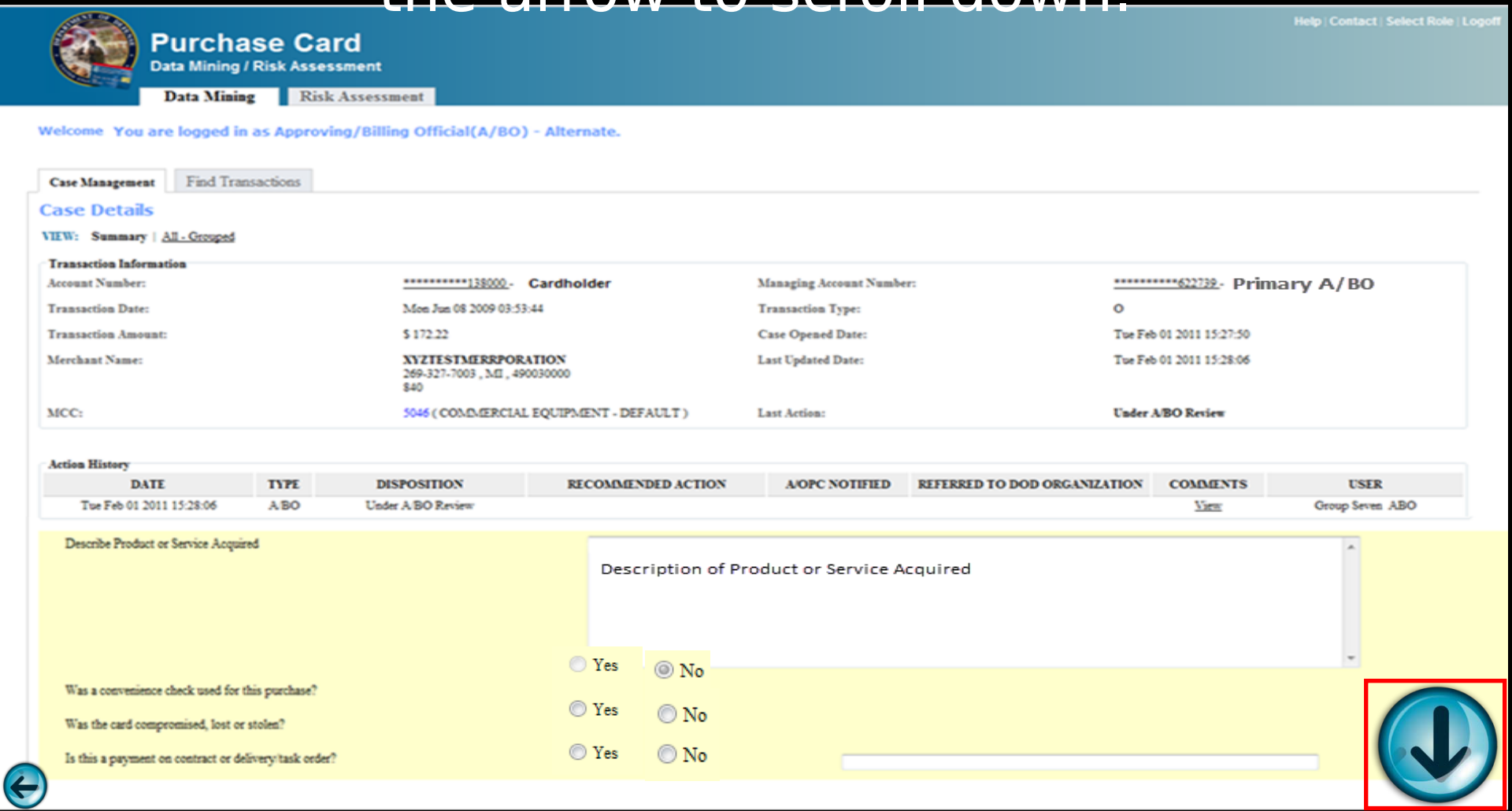
The Transaction Types that are seen within Data Mining are described below:

* B = Bank Transaction – Bank Rebate posted to account
* K = Convenience Check within Data Mining
* O = Other (most purchases, includes declines, no differentiation)
* U = Disputed transaction

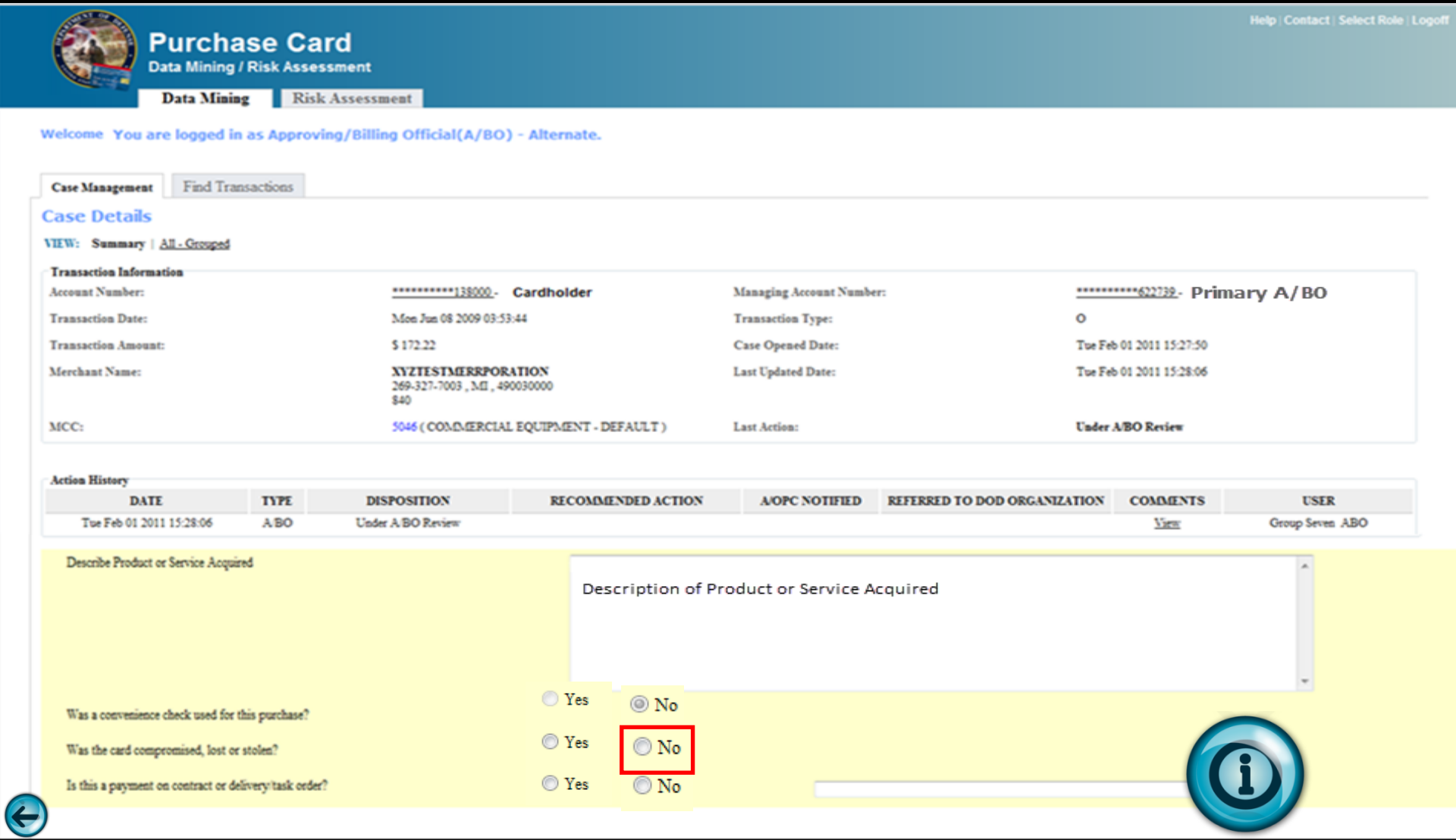
Case Details

The user's first action on the Case Details screen is to describe the product or service acquired. This description is a required field. There is no editing or validation of this description and there is a maximum of 500 characters for the field. Generally, it is expected that this field be populated with a description similar to level three data from the banks. A/BO users should be as specific as possible.

The question regarding convenience check purchase is automatically populated with the data provided by the bank for this transaction. The user does not reply to this question. Click the arrow to scroll down.



Was the card compromised, lost or stolen? For this tutorial click the “No” radio button.



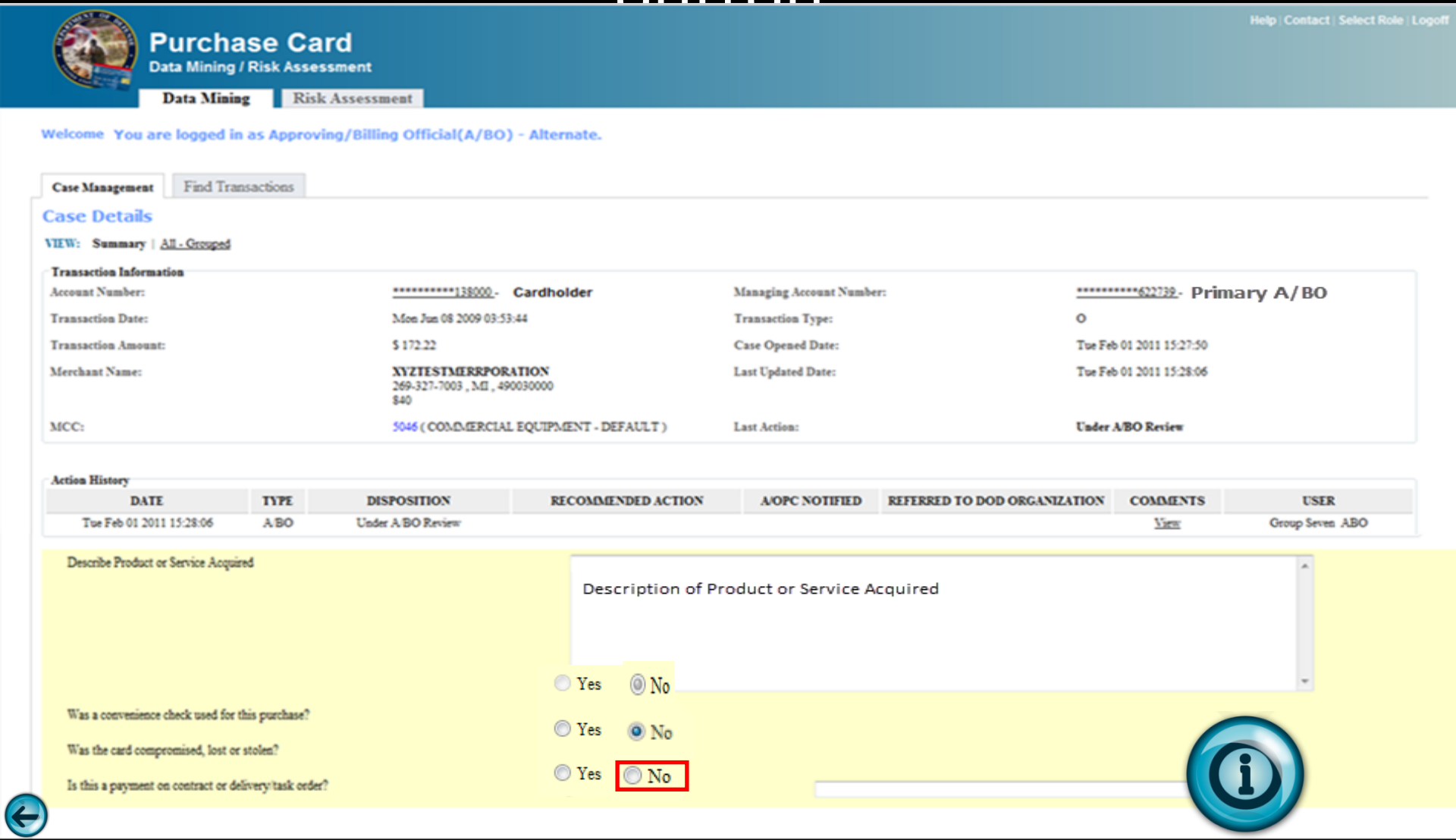
Was the card compromised, lost or stolen?

The user must answer whether the card was compromised, lost or stolen. The user selects the “Yes” or “No” radio button. If the answer is "Yes", the application immediately greys out the rest of the questions. The A/BO user does not answer any further questions and goes to the "Case Disposition" section. Then the user must select “Lost” or “Stolen” from the Case Disposition drop-down menu. The application only allows a disposition of lost or stolen once the lost/stolen question is answered yes.

If the card was not lost, or stolen, the user must answer all the questions under the "Case Review" section. For further guidance on how to answer these questions, click on the circular blue question mark "?" buttons next to each question. This function is not enabled for

Is this a payment on contract or delivery task order?

For this tutorial click on the “No” radio button



Is the payment on contract or delivery task order?

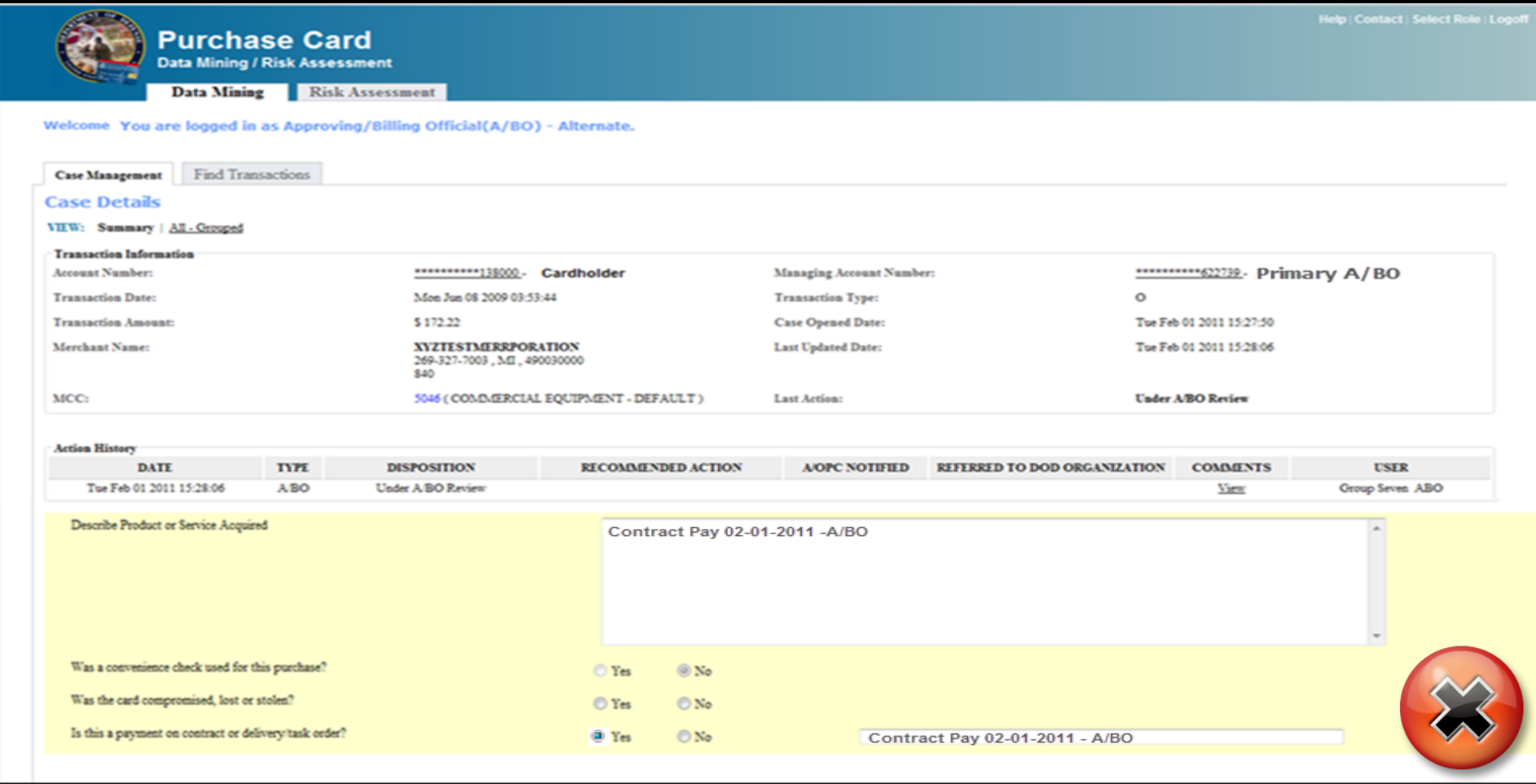
The user enters whether or not the transaction was a payment on a contract or delivery order. The user selects the “Yes” or “No” radio button. If the answer is “Yes”, then the user should enter the contract number in the free form text field to the right of the contract payment question.

The additional questions that follow in the "Case Review" section differ based on the transaction. These questions include eight common questions. For convenience checks there and four additional questions that are specific to convenience checks.

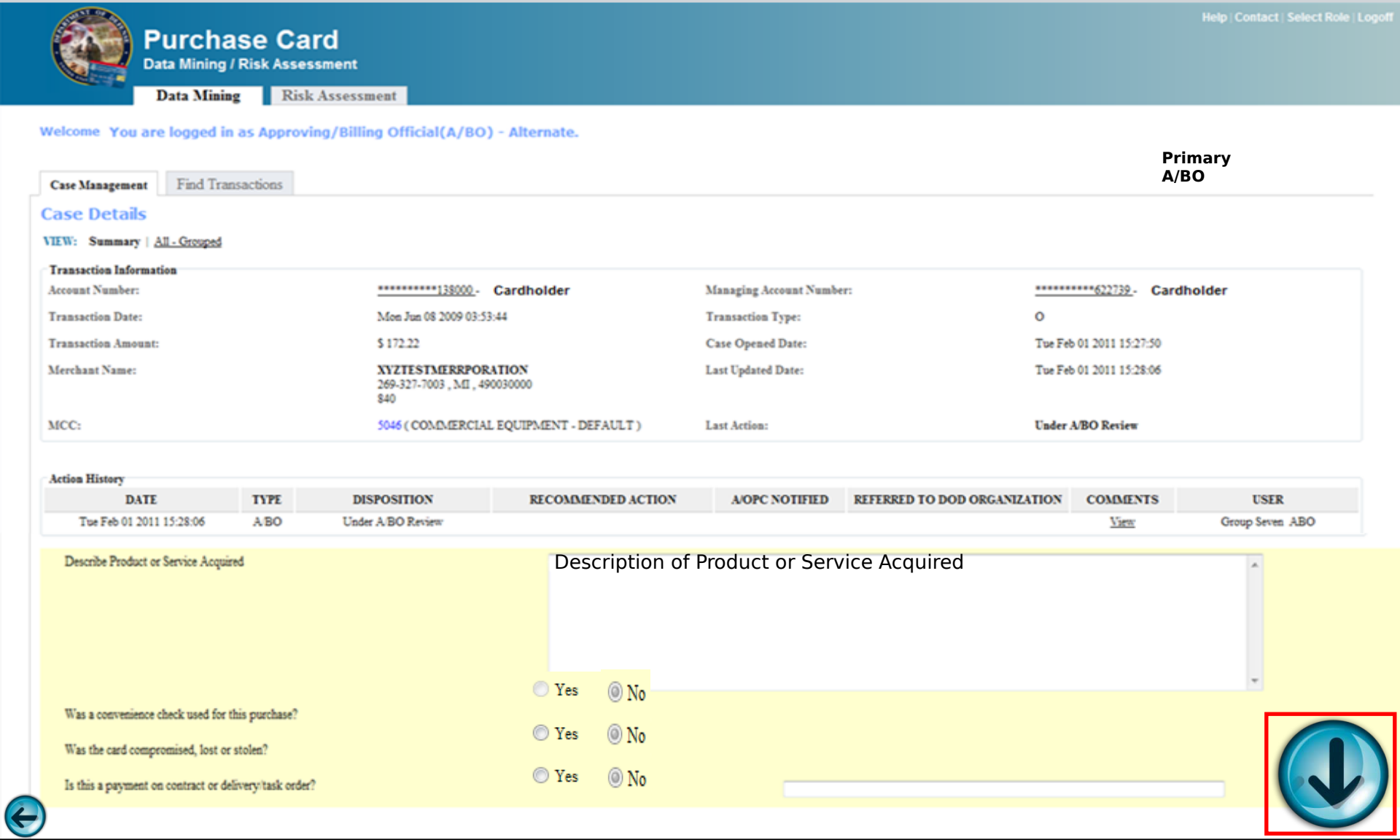
These questions can be answered as "Yes or "No" by selecting the radio buttons. When a question doesn't pertain to the transaction being reviewed, there is an option for N/A. Every question must have an answer. Note that a yes or no response may trigger additional questions in a drop-down menu that is displayed to the right of the question. For example, answering "Yes" to "Was there adequate source documentation?" will trigger a list from which the user selects specific documents provided. Multiple selections may be made by holding down the control key (CTRL on the keyboard). The CTRL feature is not enable for this tutorial.

Is the payment on contract or delivery task order?

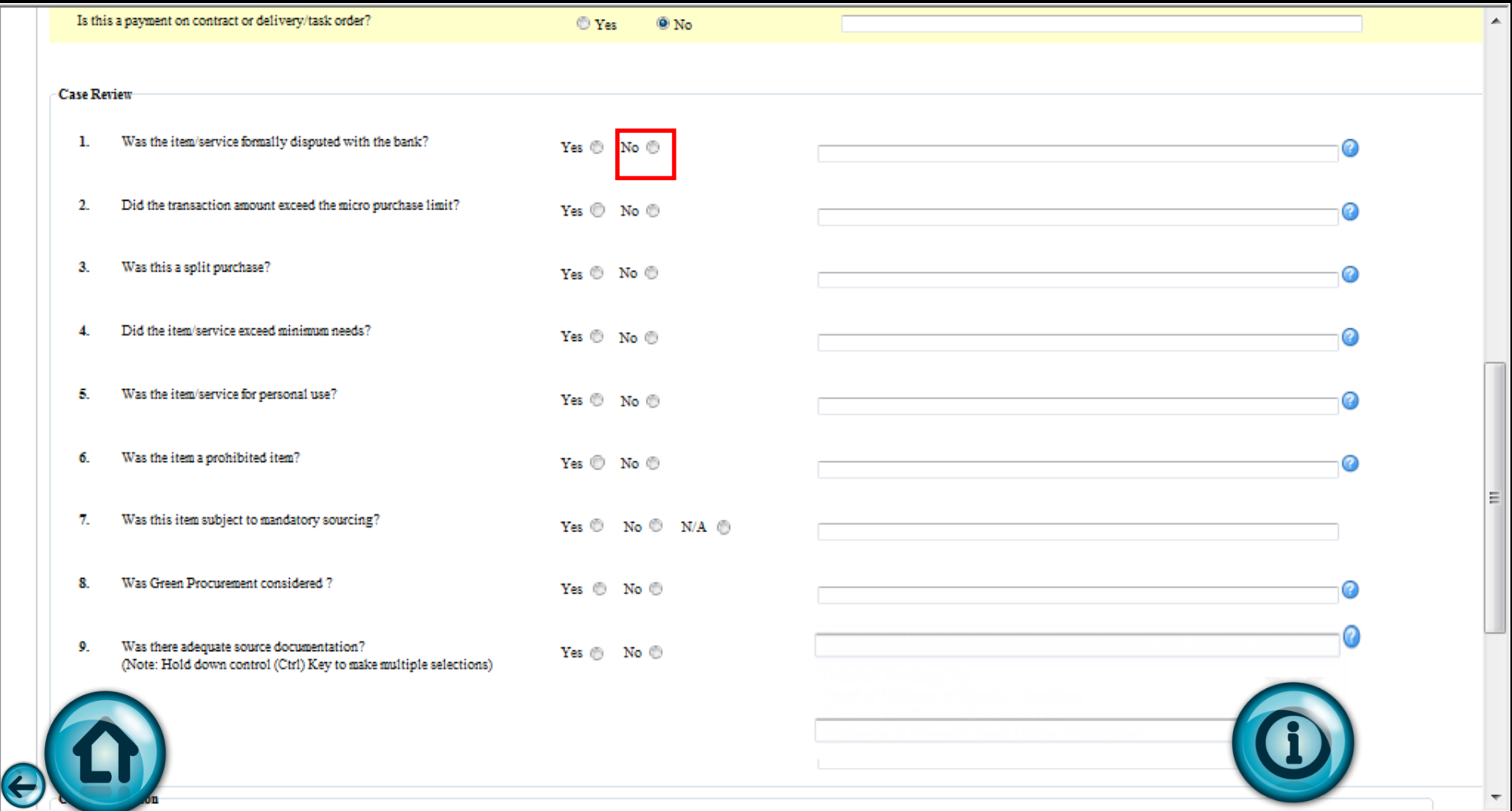
If yes is selected for a contract pay, all case review questions are greyed out.



Click the arrow button to scroll down.



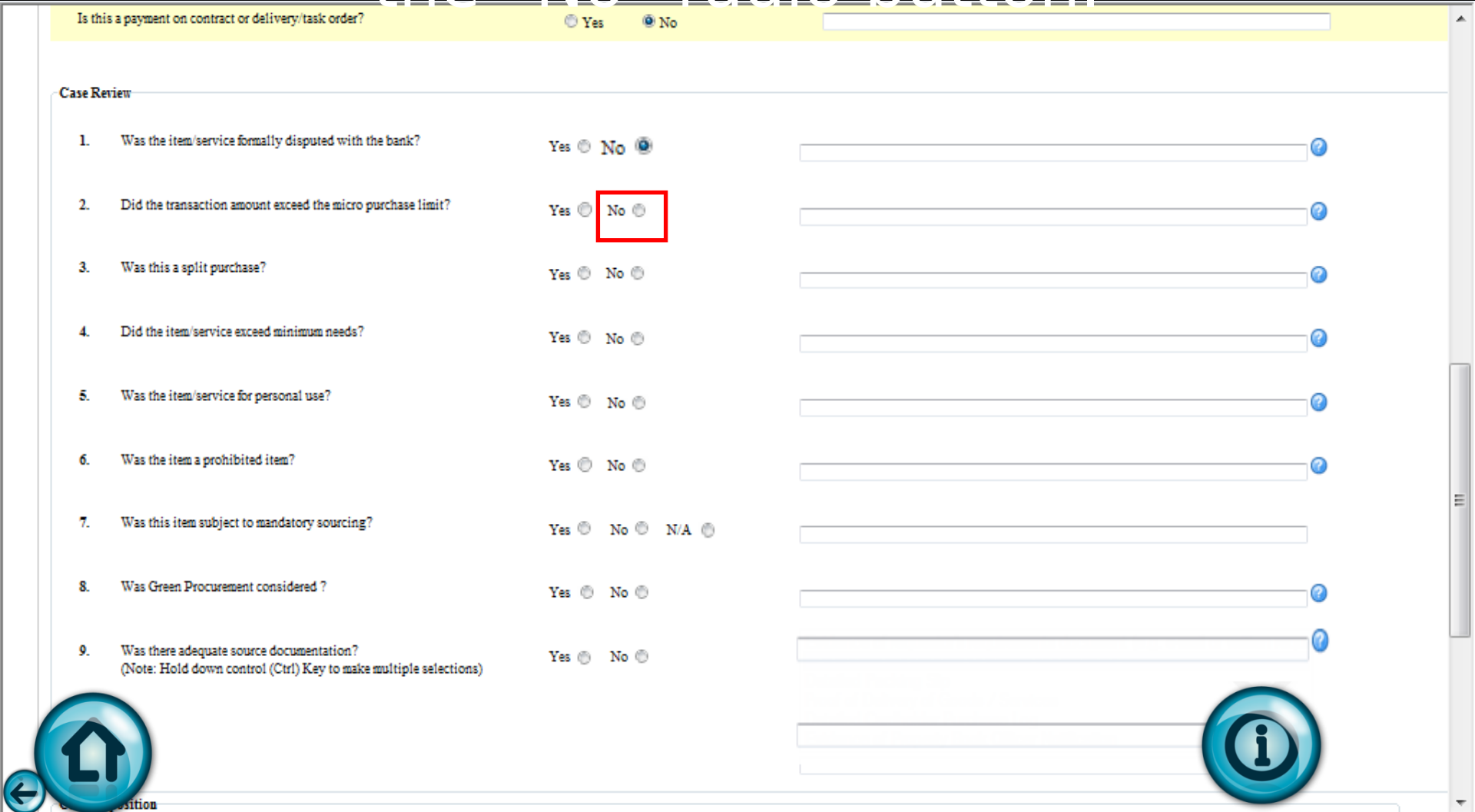
Case Review Question 1: **Was the item service formally disputed with the bank?** For this tutorial click on the “No” radio button.



Was the item/service formally disputed with the bank?

The banks that issue the government credit cards have formal dispute and resolution procedures for transactions that a cardholder questions. The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. If "Yes" is selected, all the remaining questions are grayed out. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

Case Review Question 2: **Did the transaction amount exceed the micro purchase limit?** For this tutorial click on the "No" radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No

Did the transaction amount exceed the micro purchase limit?

The micro purchase threshold was established in the Federal Acquisition Regulation (FAR) and set by Congress as the maximum amount that can be charged on a credit card for a single transaction for supplies or services. The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. If "Yes" is selected, a drop-down menu appears and the user must make a selection from the following options:

DAPS Order,

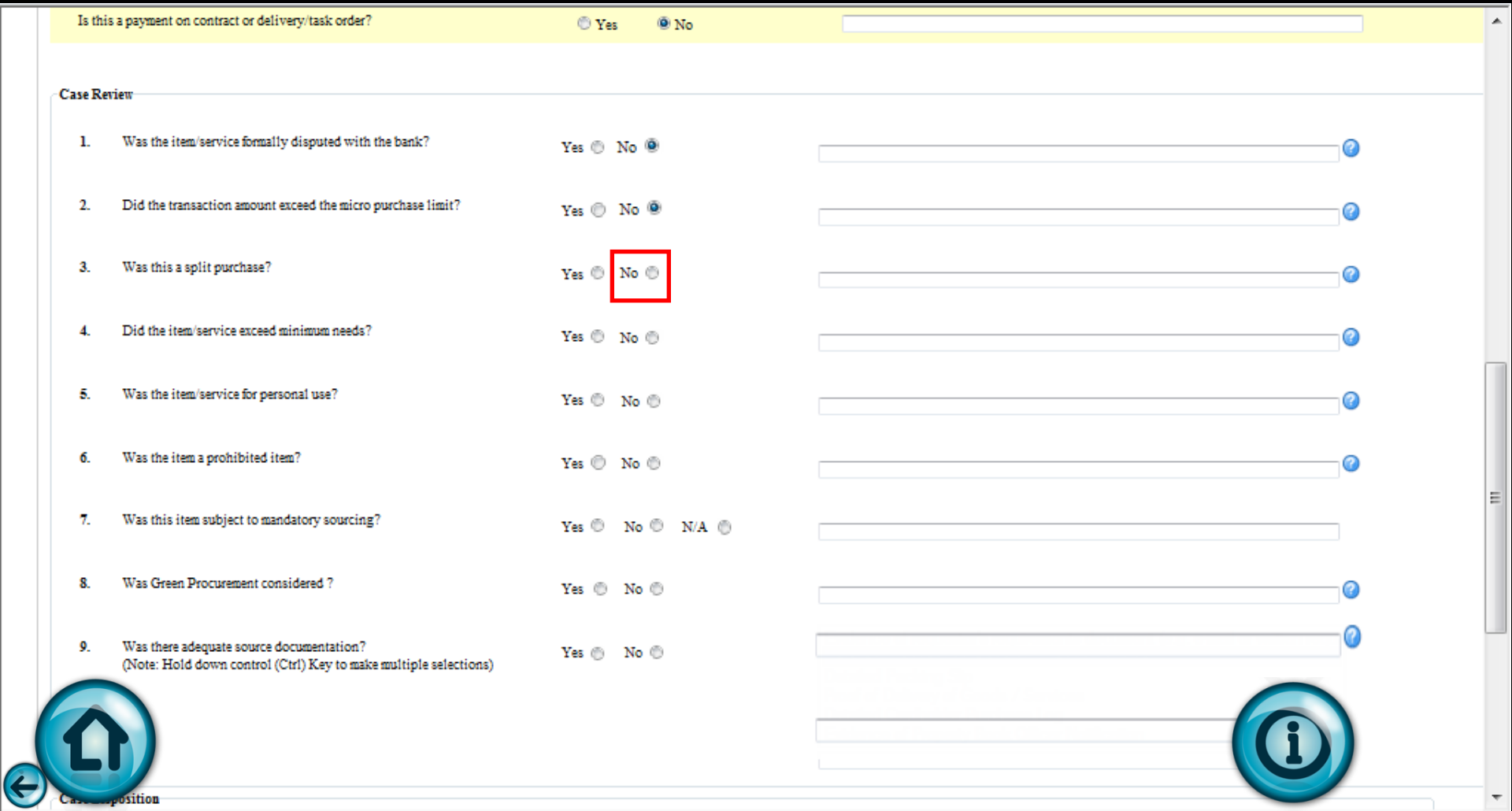
Task or Delivery Order (BPA on an existing contract),

Training (allowed to $25,000), or

Other (Specify).

If this transaction represents a contract payment and does not fall under the available options, select Other and provide details in the comments field. For the acquisition of services subject to the Service Contract Act the threshold is $2,500. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue ? button feature is not enable for this tutorial.**

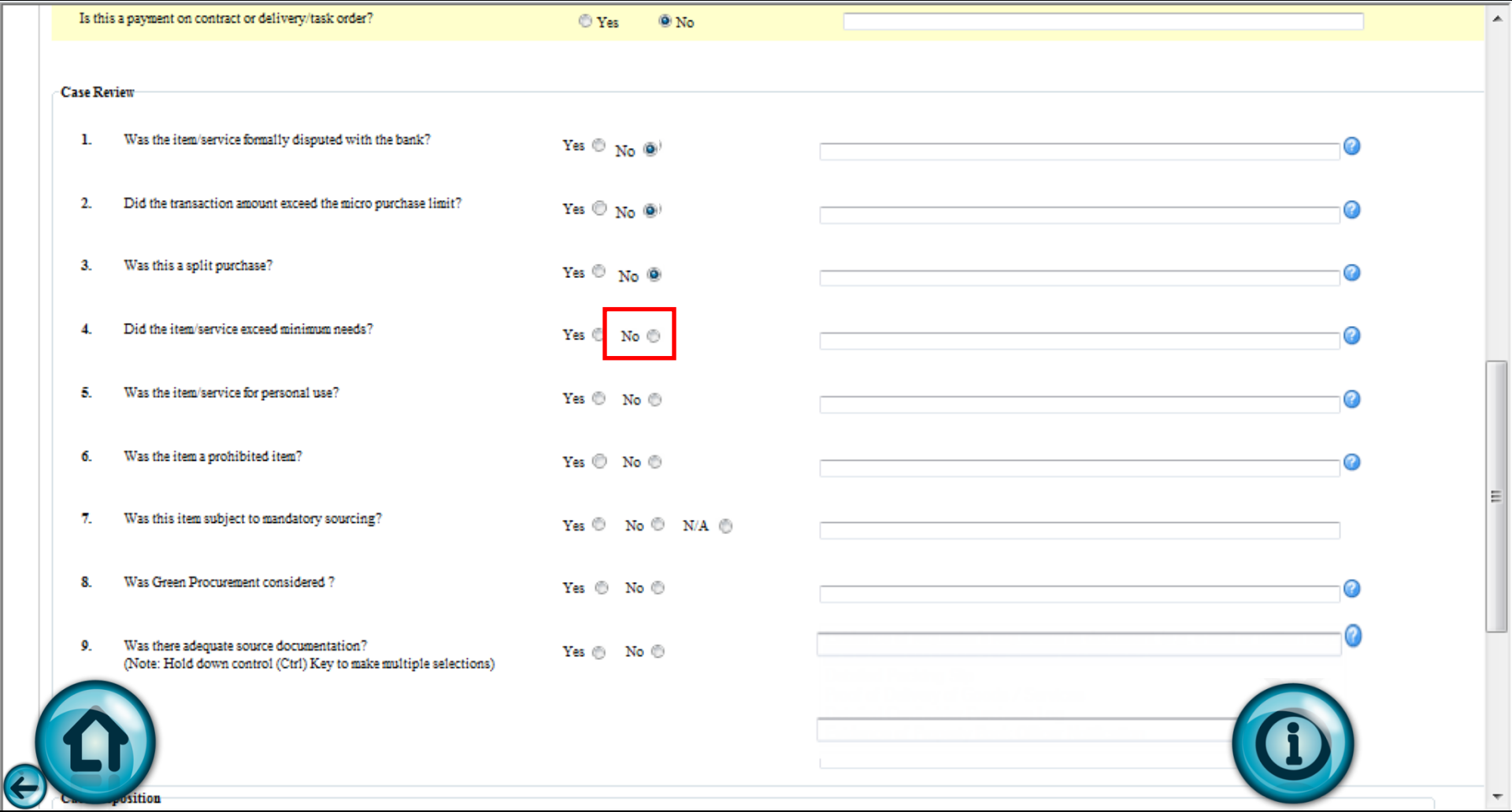
Case Review Question 3: **Was this a split purchase?** For this tutorial click on the "No" radio button.


Is this a payment on contract or delivery/task order?
Yes
No
Case Review
1. Was the item/service formally disputed with the bank?
Yes No
2. Did the transaction amount exceed the micro purchase limit?
Yes No
3. Was this a split purchase?
Yes No
4. Did the item/service exceed minimum needs?
Yes No
5. Was the item/service for personal use?
Yes No
6. Was the item a prohibited item?
Yes No
7. Was this item subject to mandatory sourcing?
Yes No N/A
8. Was Green Procurement considered ?
Yes No
9. Was there adequate source documentation?
(Note: Hold down control (Ctrl) Key to make multiple selections)
Yes No

Was this a split purchase?

In response to this question, the user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. A purchase is considered a split purchase when a cardholder intentionally divides the purchase into units less than the micro purchase limit in order to circumvent the single transaction maximum. No government purchase cardholder may fragment/split purchases that exceed the limit or threshold, as means to use the purchase card. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

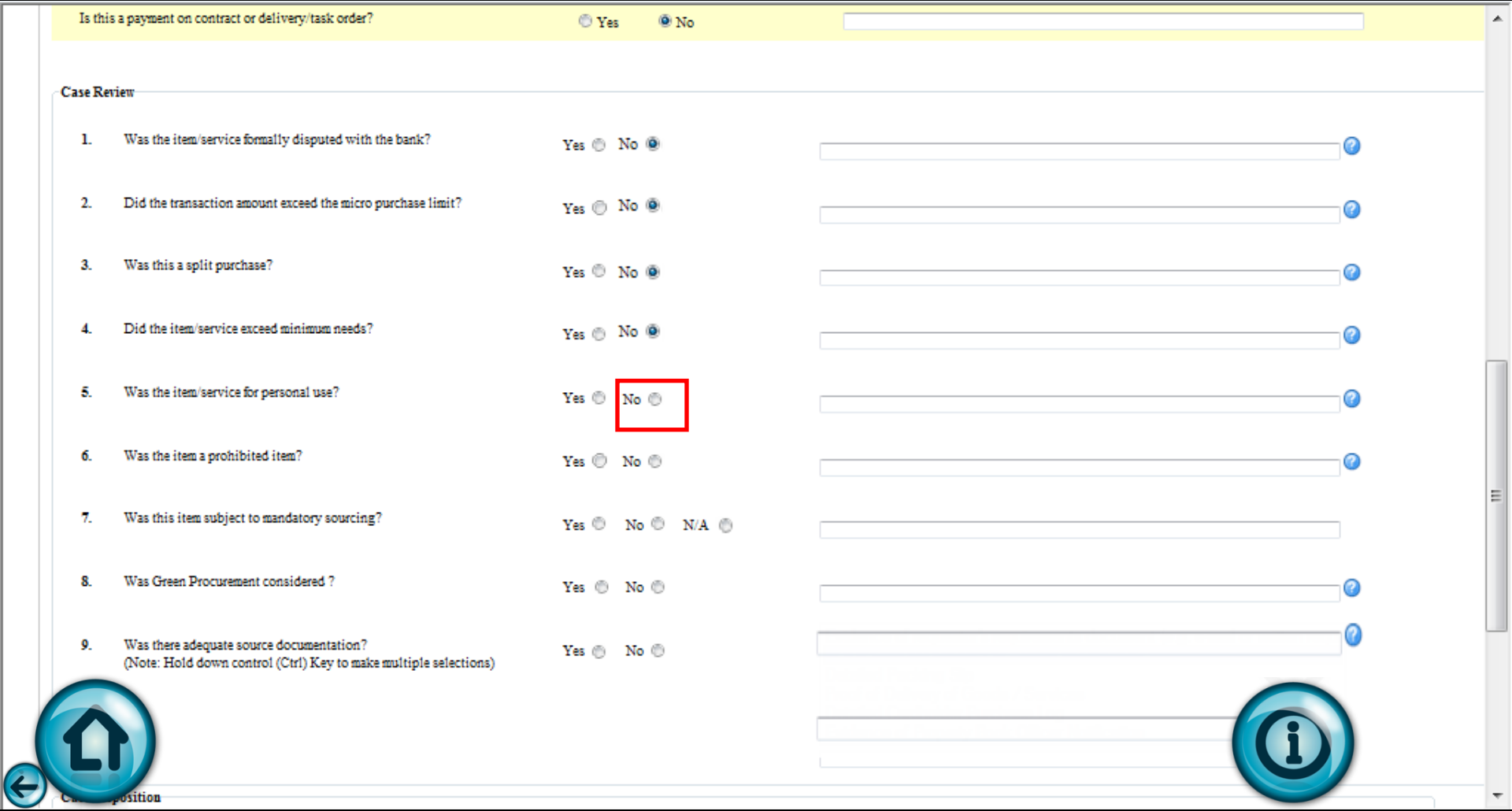
Case Review Question 4: **Did the item service exceed minimum needs?** For this tutorial click on the “No” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No

Did the item/service exceed minimum needs?

The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. A good or service purchased should aim to meet the minimum needs of the desired use and not exceed other similar or like goods or services. It is the responsibility of the cardholder to ensure purchases are proper, legal, and reasonable and would not qualify as misuse and abusive, fraudulent and improper purchases. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

Case Review Question 5: **Was the item service for personal use?** For this tutorial click on the “No” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
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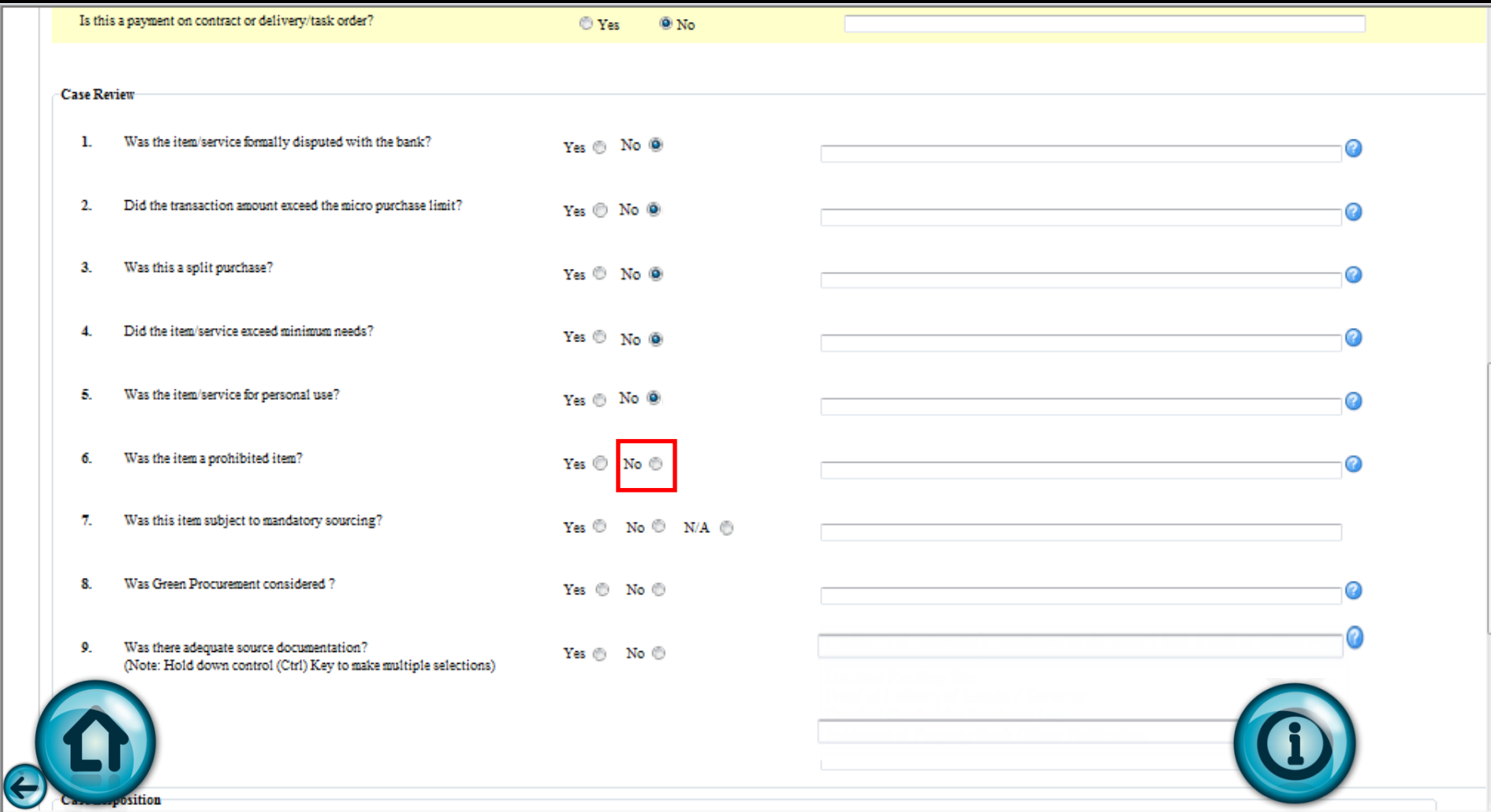
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No

Was the item/service for personal use?

The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. If "Yes" is selected, a drop-down menu appears and the user must make a selection from the following options:

- Accidental Use: Restitution Made,
- Accidental Use: No Restitution Made,
- Intentional: Restitution Made,
- Intentional: No Restitution Made,
- Other (Specify).
- Personal use means the item/service was not purchased exclusively for government activities. Use of a government charge card for other than official government purposes is characterized as misuse. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

Case Review Question 6: **Was the item a prohibited item?** For this tutorial click on the “No” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? Yes No
(Note: Hold down control (Ctrl) Key to make multiple selections)

Was the item a prohibited item?

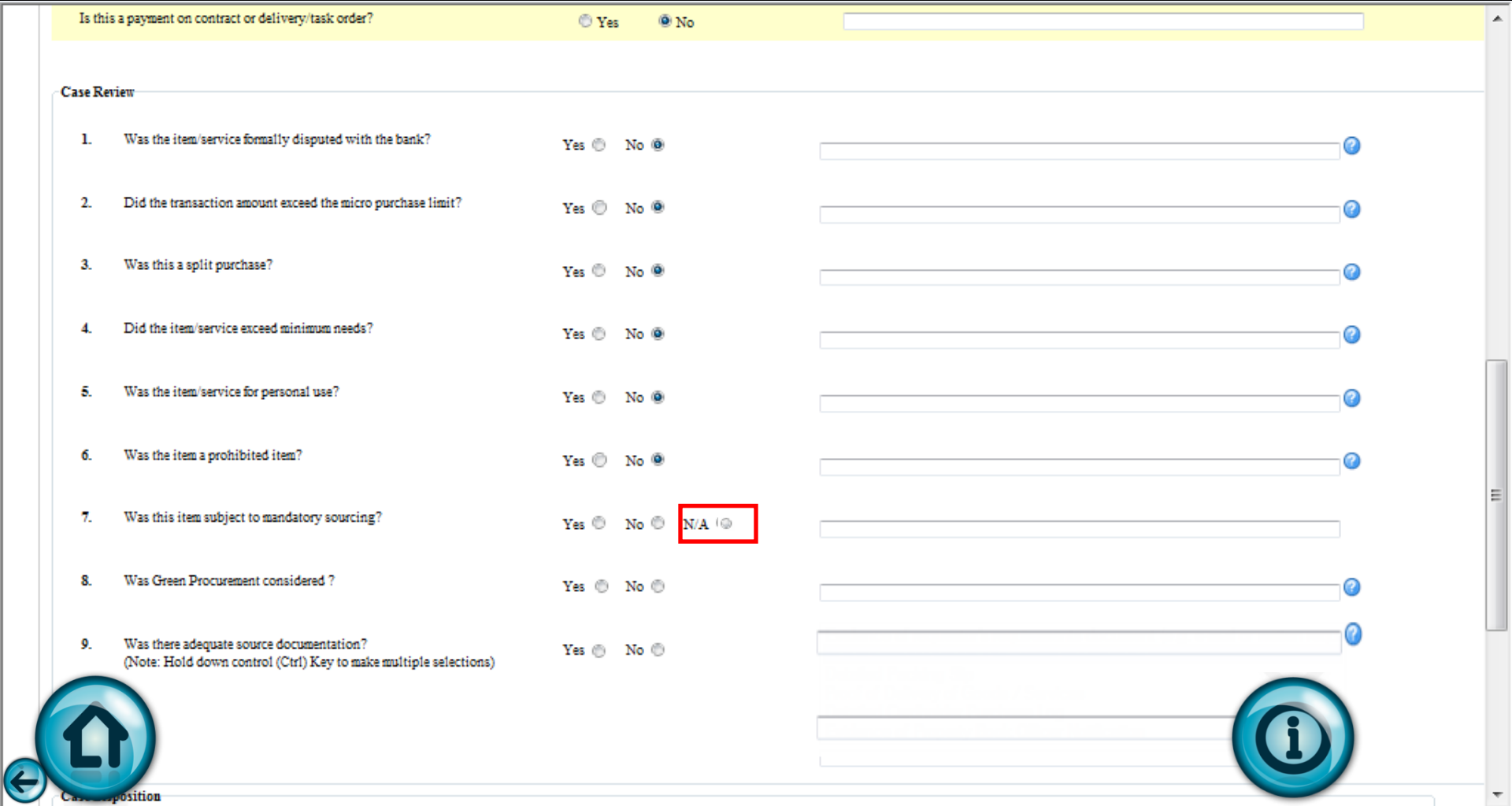
The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. If "Yes" is selected, a drop-down menu appears and the user must make a selection from the following options:

Written Waiver in accordance with FAR was obtained,

No waiver was obtained.

Prohibited items are specified in the FAR as items that would never be used or needed as part of typical government activity. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

Case Review Question 7: **Was this item subject to mandatory sourcing?** For this tutorial click on the “NA” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No

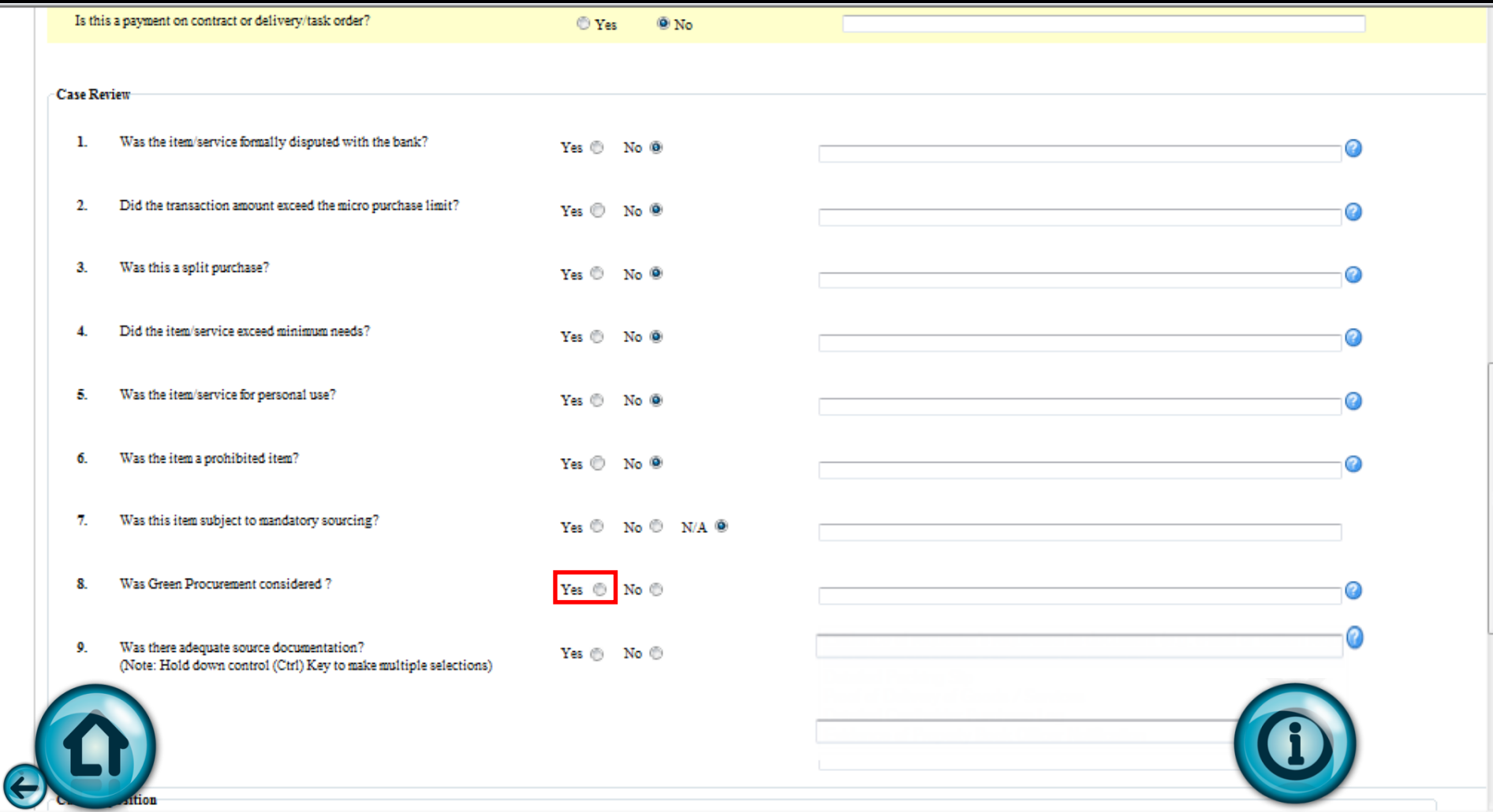
Was this item subject to mandatory sourcing?

The user must select "Yes", "No", or "N/A" and may add additional information and details in the "Remarks" field. If "Yes" is selected, a drop-down menu appears and the user must make a selection from the following options:

- Mandatory Source Used,
- Mandatory Source Not Used - Item not available in required time frame,
- Mandatory Source Not Used - Other,
- Mandatory Source Not Used - Written Waiver Obtained,
- Mandatory Source Not Used - No Written Waiver Obtained.

Mandatory sourcing requires the federal government to purchase certain specific products if they can meet the required needs of the government at a competitive rate.

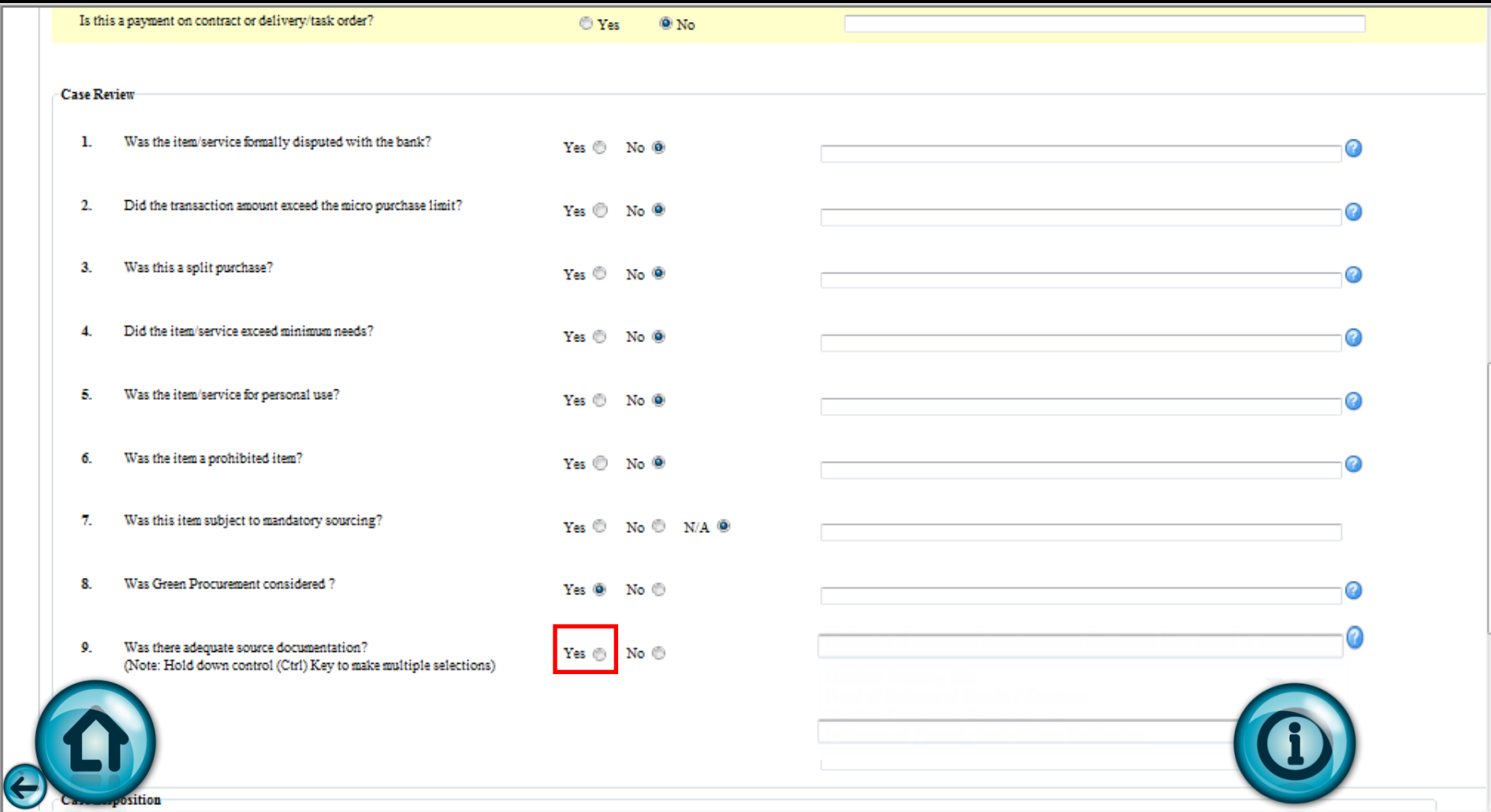
Case Review Question 8: **Was Green Procurement considered?** For this tutorial click on the “Yes” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No

Was Green Procurement considered, where applicable?

Green procurement is the purchase of environmentally preferable products and services that reduce resource consumption and waste generation. The user must select "Yes" or "No" and may add additional information and details in the "Remarks" field. Additional guidance can be found by clicking on the blue "?" button at the end of the row. **The blue “?” button feature is not enable for this tutorial.**

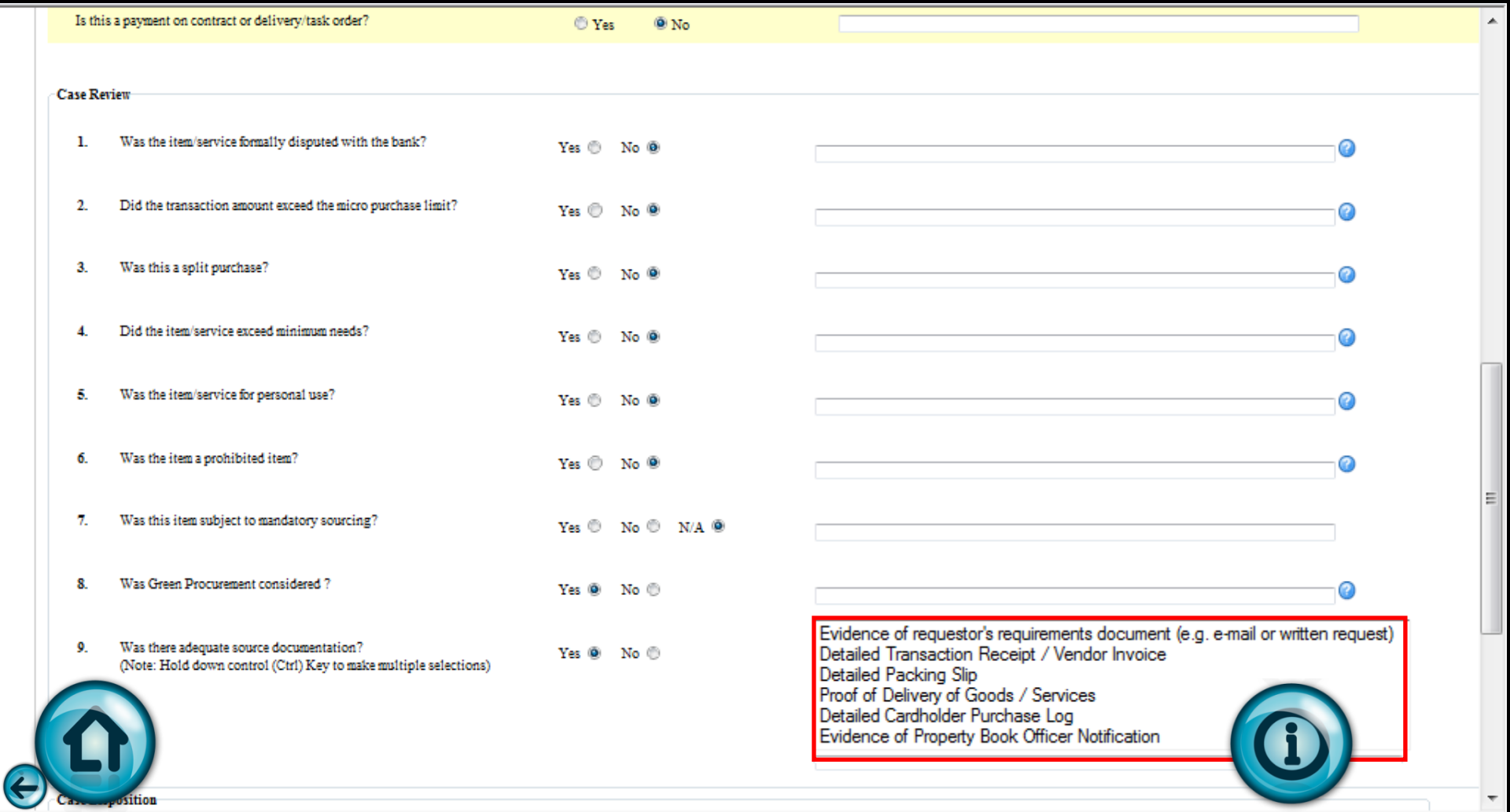
Case Review Question 9: **Was there adequate source documentation?** For this tutorial click on the “Yes” radio button.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? Yes No
(Note: Hold down control (Ctrl) Key to make multiple selections)

Was there adequate source documentation?

The user must select "Yes" or "No". If "Yes" is selected a drop-down menu appears and the user may choose from the following six options. The user selects all of the choices that are applicable.

When “Yes” is selected for question 9 a drop down menu will appear. The user will choose from the following six options.


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? Yes No
(Note: Hold down control (Ctrl) Key to make multiple selections)
Evidence of requestor's requirements document (e.g. e-mail or written request)
Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification

The six choices are as follows:

- "Evidence of requester's requirements document (e.g. email or written request)" - A requirements document outlines the transactions purpose and what need it is expected to meet.

- "Detailed Transaction Receipt/Vendor Invoice" - A receipt/vendor invoice shows the exact purchase amount of the transaction. These documents should include evidence of independent verification and details of the transaction on an invoice or receipt.

- "Detailed Packing Slip" - A packing slip is a document that accompanies items shipped through the mail and outlines the content of the package and purchase details.

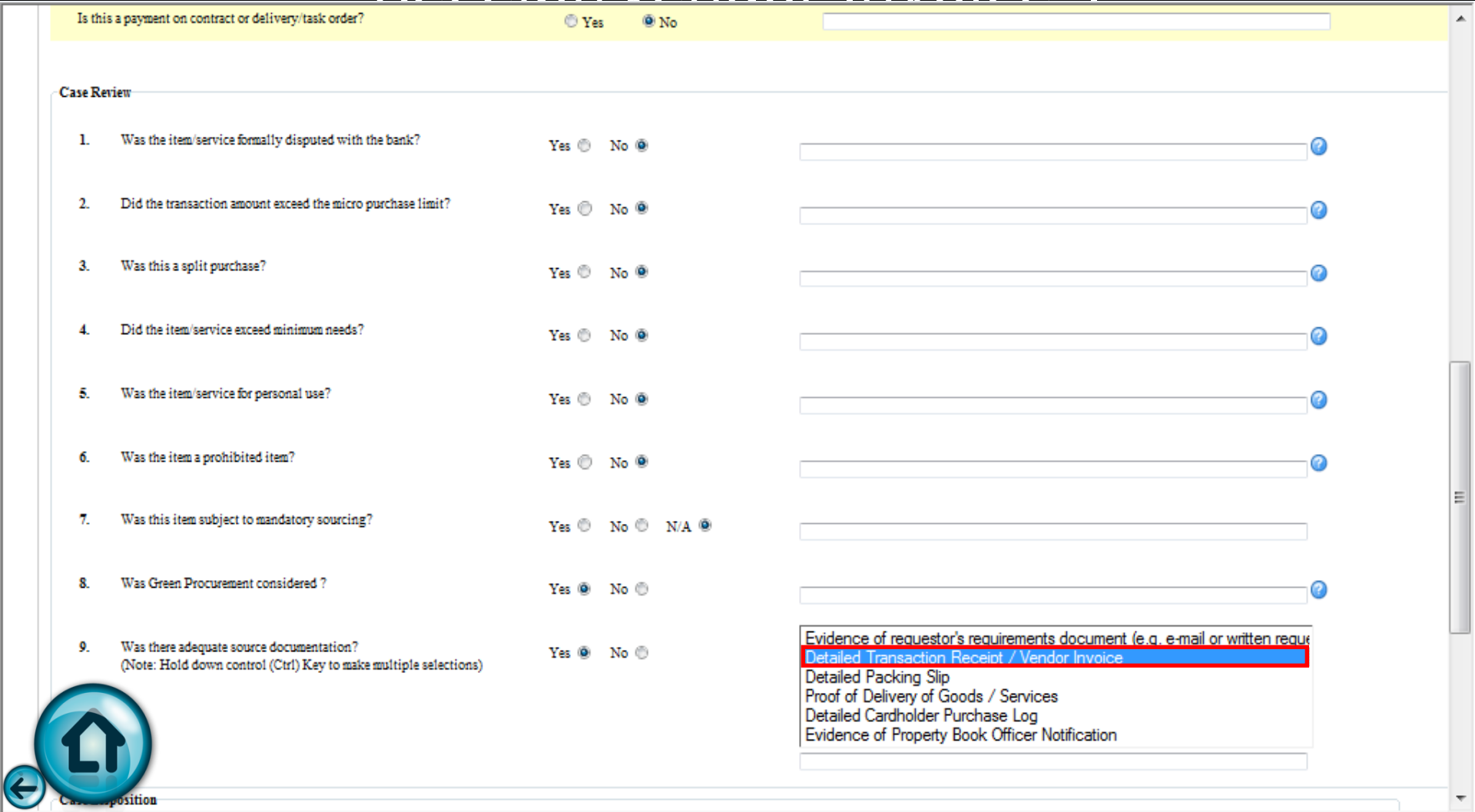
- "Proof of Delivery of Goods/Services" - Proof of delivery establishes that the recipient has received the specified contents sent by the sender.

- “Detailed Cardholder Purchase Log” - A cardholder purchase log is a record of purchases with associated transaction details. The DoD Charge Card Guidebook identifies as a mandatory management control the maintenance of a purchase log including a description, the merchant, the date purchased, the name of the recipient of the item, and the total amount.

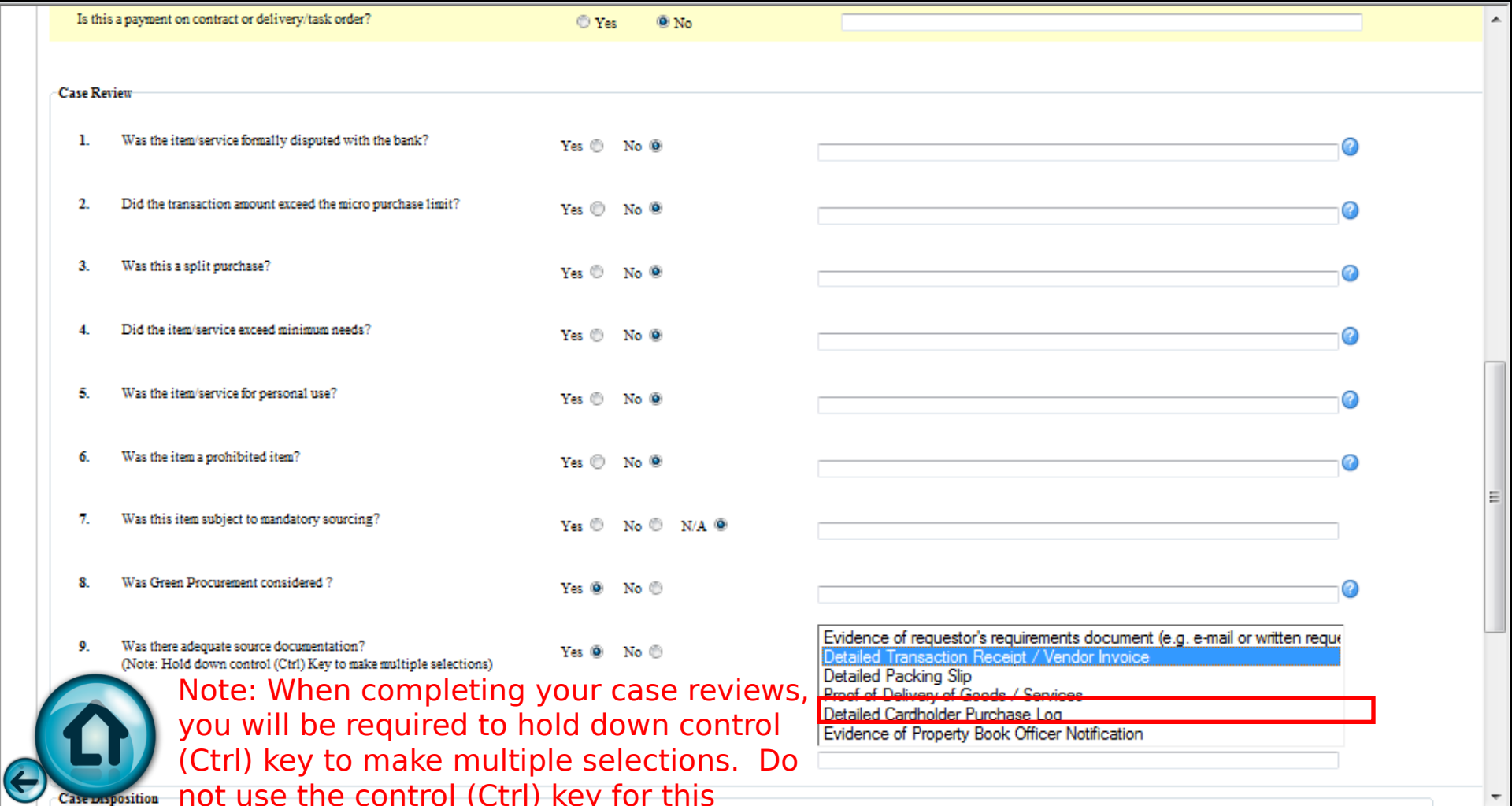
- "Evidence of Property Book Officer Notification" - The property book officer manages the records for all leased, loaned and borrowed equipment under their responsibility.

Of these six documentation types, “Detailed Transaction Receipt/Vendor Invoice” and “Detailed Cardholder Purchase Log” are required.

Of these six types, "Detailed Transaction Receipt/Vendor Invoice" and Detailed Cardholder Purchase Log" are required. Click on "Detailed Transaction Receipt/Vendor Invoice".


Is this a payment on contract or delivery/task order? Yes No
Case Review
1. Was the item/service formally disputed with the bank? Yes No
2. Did the transaction amount exceed the micro purchase limit? Yes No
3. Was this a split purchase? Yes No
4. Did the item/service exceed minimum needs? Yes No
5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No
Evidence of requestor's requirements document (e.g. e-mail or written requ
Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification

Click on “Detailed Cardholder Purchase Log”.


Is this a payment on contract or delivery/task order? Yes No
Case Review
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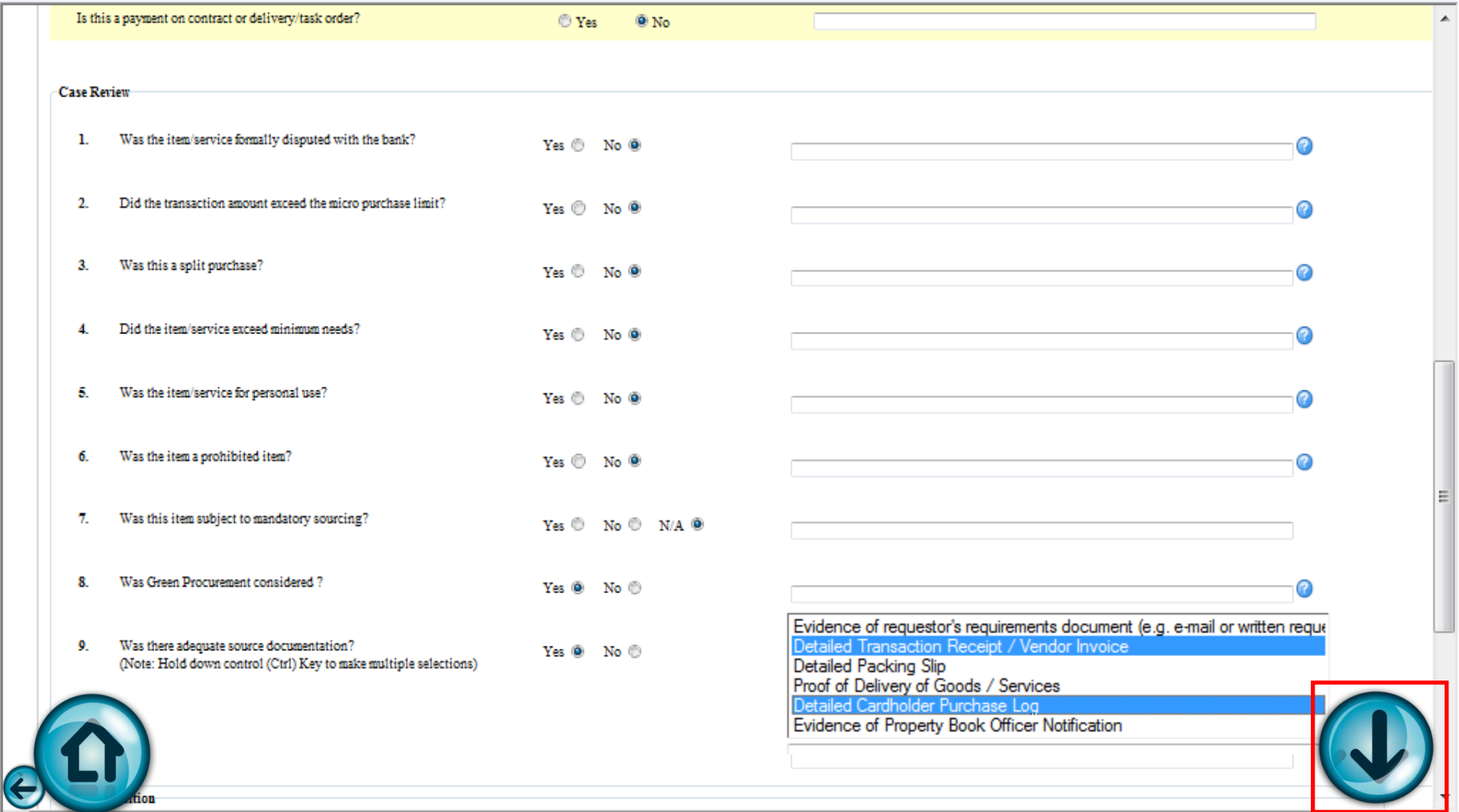
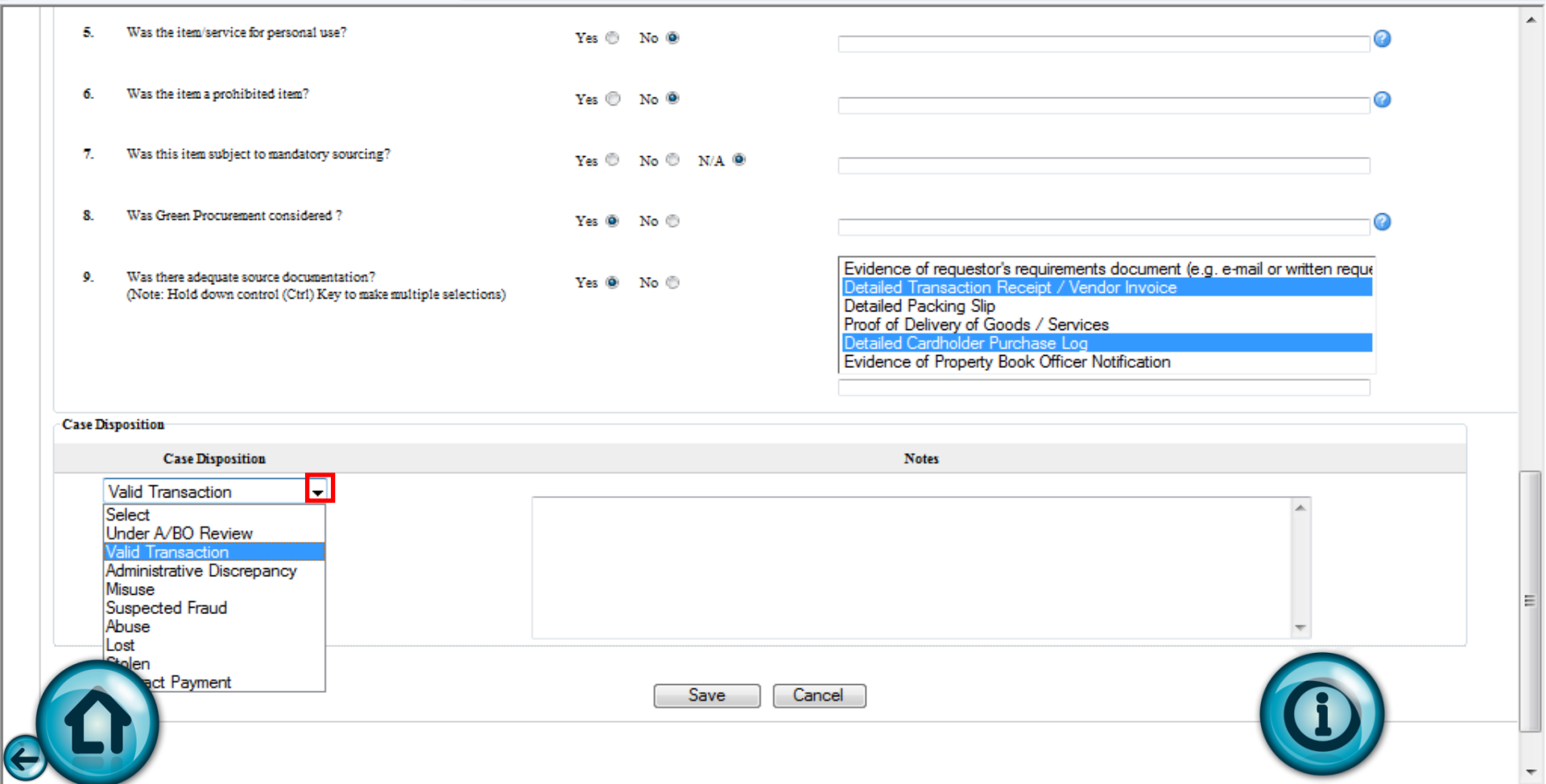
Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification
Note: When completing your case reviews, you will be required to hold down control (Ctrl) key to make multiple selections. Do not use the control (Ctrl) key for this
Case Disposition

Both required selections are now highlighted in blue. Click the arrow button to scroll down the page.


Is this a payment on contract or delivery/task order?
Yes
No
Case Review
1. Was the item/service formally disputed with the bank?
2. Did the transaction amount exceed the micro purchase limit?
3. Was this a split purchase?
4. Did the item/service exceed minimum needs?
5. Was the item/service for personal use?
6. Was the item a prohibited item?
7. Was this item subject to mandatory sourcing?
N/A
8. Was Green Procurement considered ?
9. Was there adequate source documentation?
(Note: Hold down control (Ctrl) Key to make multiple selections)
Evidence of requestor's requirements document (e.g. e-mail or written reque
Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification

After all questions have been answered, the A/BO is required to select a Case Disposition from the drop down menu. Click on the arrow for the drop down menu.


5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? Yes No
(Note: Hold down control (Ctrl) Key to make multiple selections)
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Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification
Case Disposition
Case Disposition
Notes
Valid Transaction
Select
Under A/BO Review
Valid Transaction
Administrative Discrepancy
Misuse
Suspected Fraud
Abuse
Lost
Stolen
Payment
Save
Cancel

To complete the case disposition, the user must select from the status choices that reflect their decision on how to disposition the case.

The available status choices (dispositions) are as follows:

a. Under A/BO Review – This case disposition indicates that the A/BO is gathering information for his/her review and that review has not been completed. When this choice is selected an additional drop-down menu is displayed with the option to select: Pending Documentation or Waiting Merchant Verification. Note that it is recommended that a case be put “Under A/BO Review” if there is any delay in completing the closing of the case. This action causes the new case escalation process to stop. The pending case escalation process will, however, start.

b. Contract Payment – This case disposition is applicable

c. Valid Transaction - This case disposition reflects that in the A/BO's judgment the transaction being examined is a legitimate transaction.

d. Administrative Discrepancy - This case disposition indicates that any anomalies regarding the transaction are clerical in nature.

e. Misuse - This case disposition indicates that the purchase card was used for other than official government purposes. When this choice is selected an additional drop-down menu is displayed with the option to select a recommended disciplinary action.

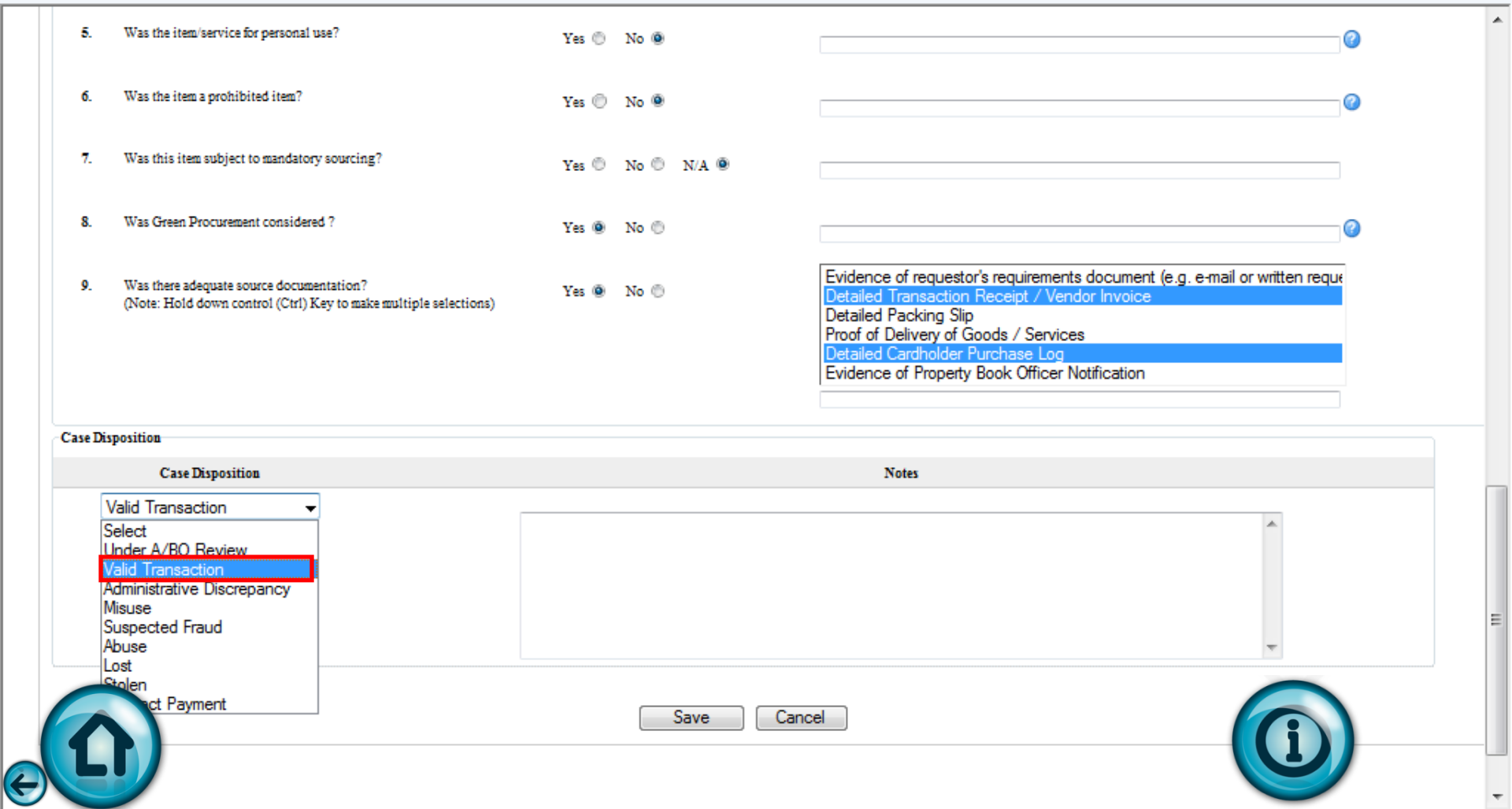
f. Suspected Fraud – This case disposition reflects that in the A/BO's judgment that the use of the purchase card was used to acquire goods and/or services and that u
was unauthorized and intended for personal use. Wh
this choice is selected an additional drop-down menu is

In the case of suspected fraud, the A/OPC should be notified by the A/BO and the checkbox under the recommended disciplinary action drop-down should be checked. Note: Although A/BO users can select that the A/OPC has been notified, the system does not generate the notification. Instead, the A/BO must do this separately. Also, note that the transaction should be referred to the appropriate DoD organization and the associated checkbox should be checked when that action has been accomplished.

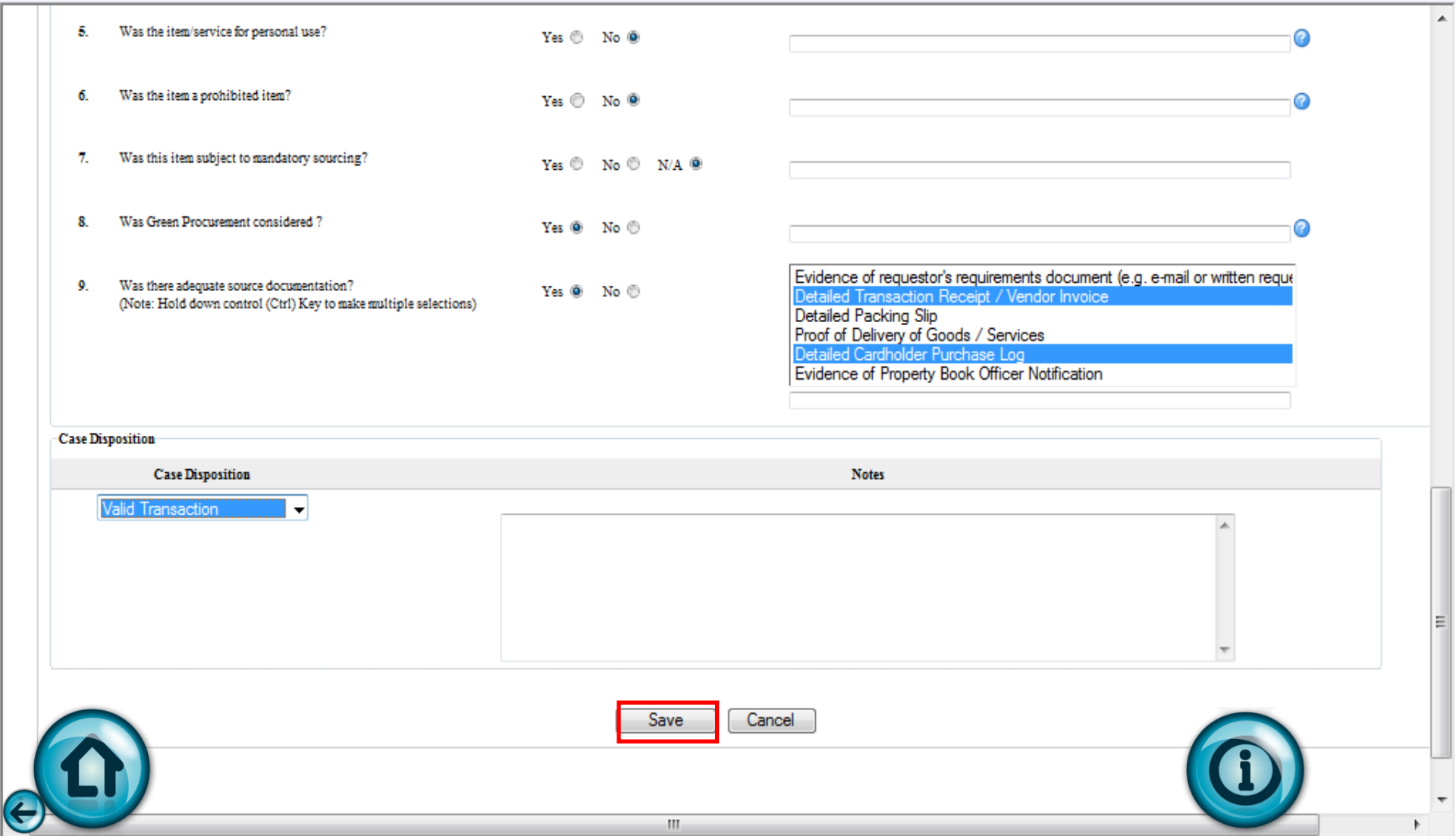
g. Abuse - This case disposition reflects the judgment by the A/BO that the purchases of authorized goods or services at terms (e.g., price, quantity) are excessive, for a questionable government need, or both. When this choice is selected an additional drop-down menu is displayed with the option to select a recommended disciplinary action.
Note: Although A/BO users can select that the A/OPC has been notified, the system does not generate the notification. Instead, the A/BO must do this separately.

h. Lost - This case disposition reflects that the purchase card was lost or misplaced and is no longer in the possession of the cardholder.

The drop down menu will have 9 choices to select from. For this tutorial click on “Valid Transaction” to continue.


5. Was the item/service for personal use? Yes No
6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No
Evidence of requestor's requirements document (e.g. e-mail or written reque
Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification
Case Disposition
Case Disposition
Notes
Valid Transaction
Select
Under A/BO Review
Valid Transaction
Administrative Discrepancy
Misuse
Suspected Fraud
Abuse
Lost
Stolen
ct Payment
Save
Cancel

To submit this case disposition click on the save button.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6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No
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Detailed Transaction Receipt / Vendor Invoice
Detailed Packing Slip
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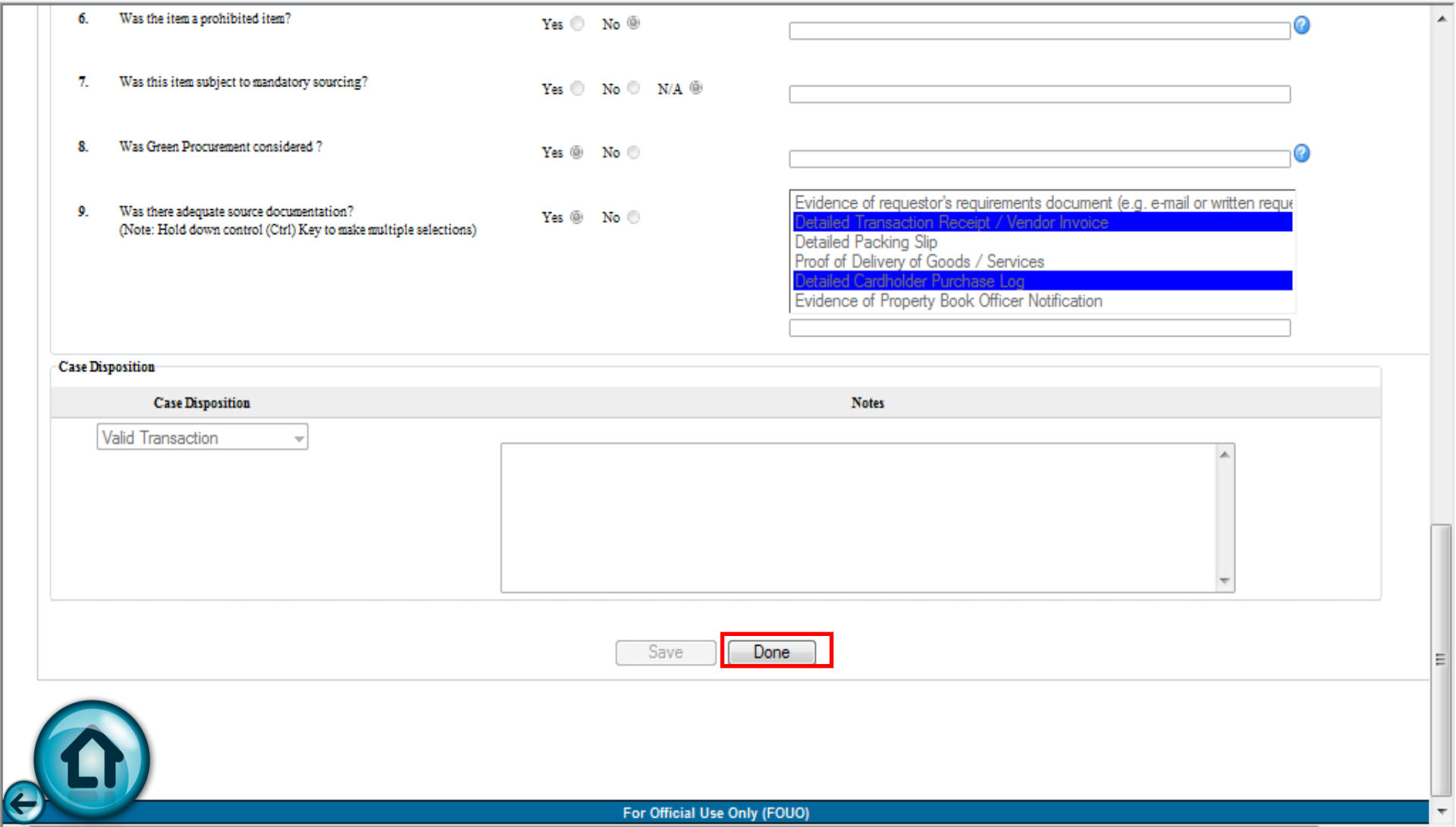
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification
Case Disposition
Case Disposition
Notes
Valid Transaction
Save
Cancel

Save Button

Select the "Save" button to save the information. Once the “Save” button has been clicked, the Action History is updated. Selecting the "Cancel" button removes any changes made and returns the user to the “Account Details” screen within the "Case Management" tab.

Once the Save button has been clicked, the Action History is updated. Click the “Done” button.


6. Was the item a prohibited item? Yes No
7. Was this item subject to mandatory sourcing? Yes No N/A
8. Was Green Procurement considered ? Yes No
9. Was there adequate source documentation? (Note: Hold down control (Ctrl) Key to make multiple selections) Yes No
Evidence of requestor's requirements document (e.g. e-mail or written requ
Detailed Transaction Receipt / Vendor Invoice
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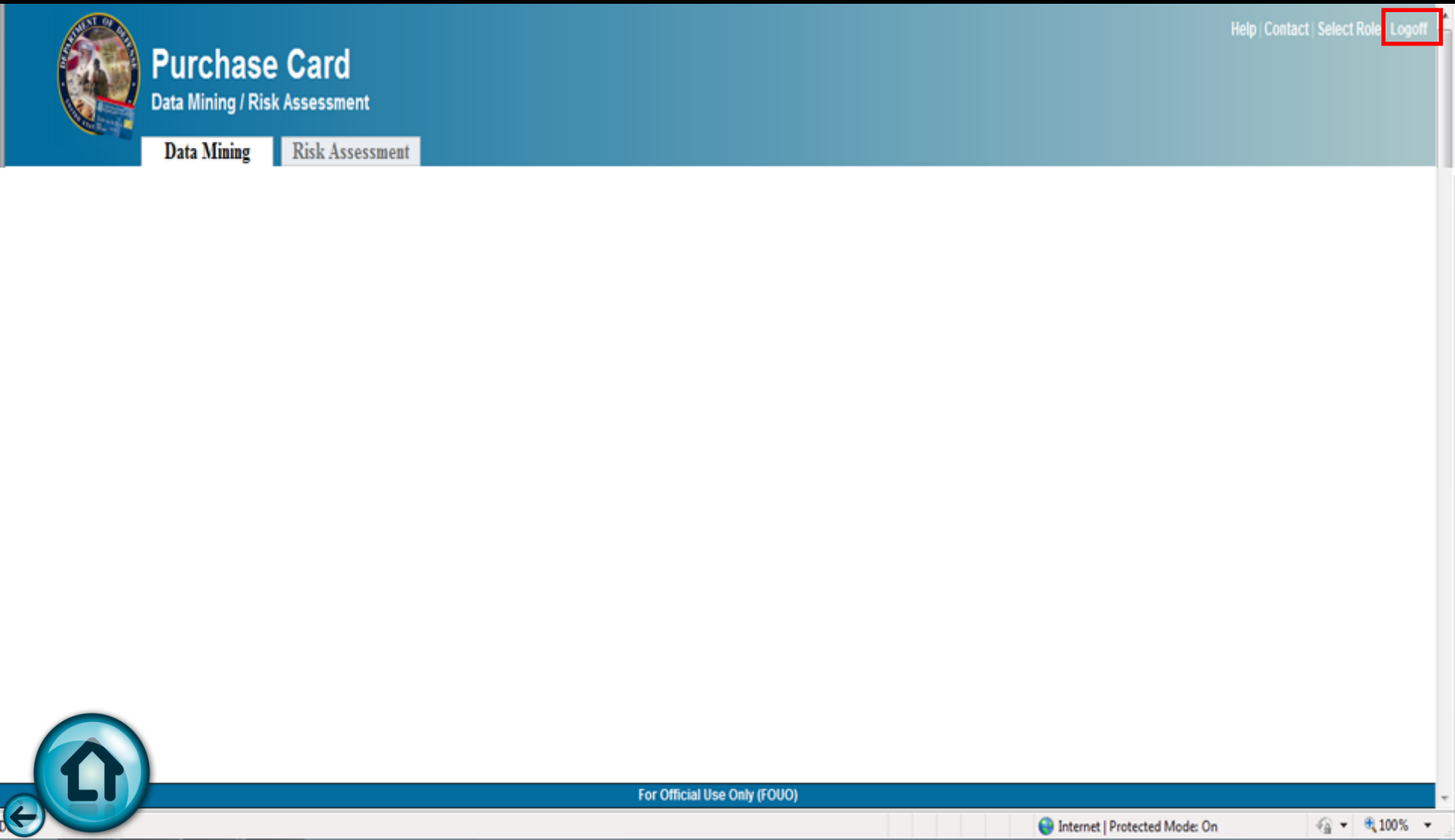
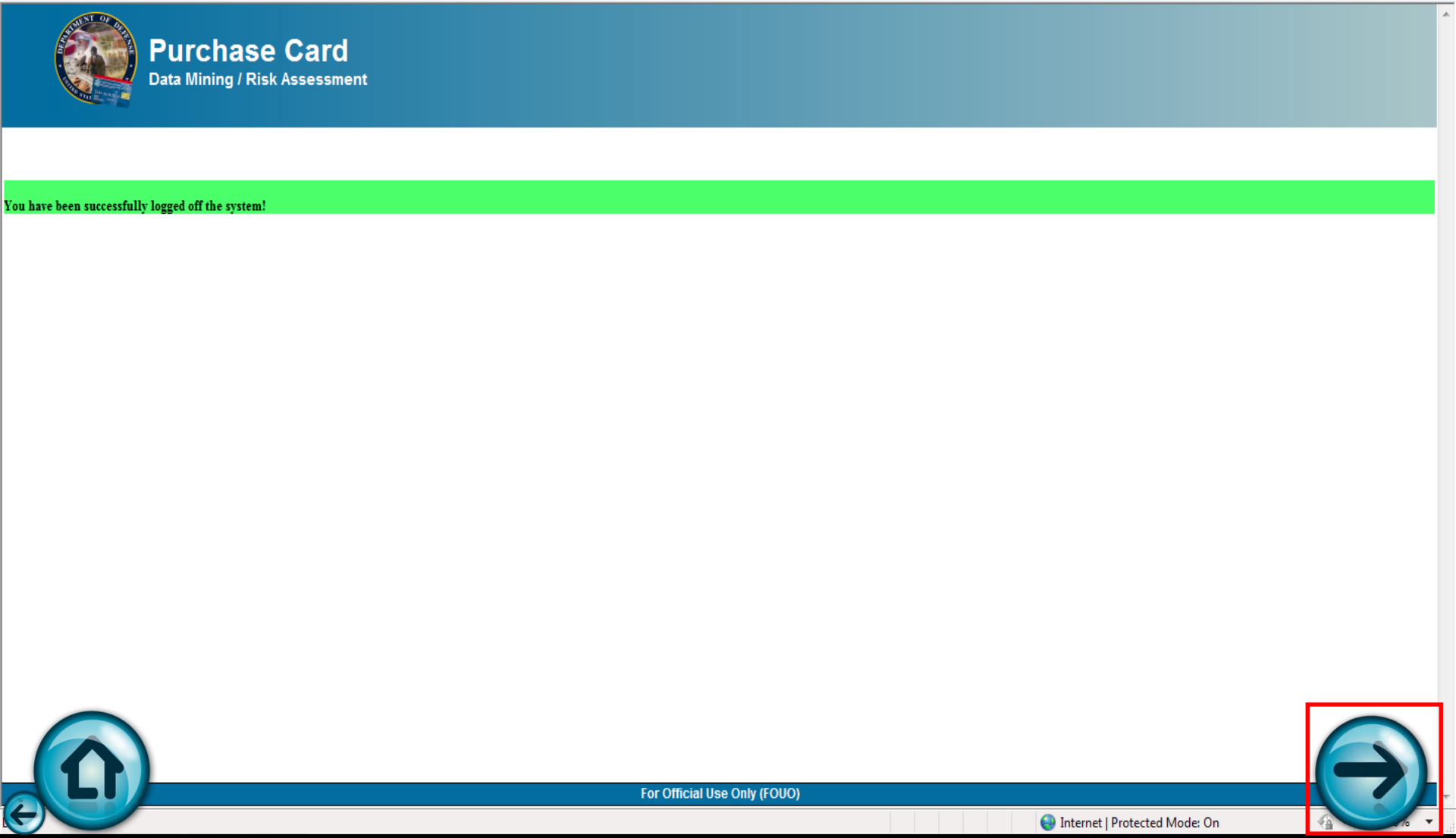
Proof of Delivery of Goods / Services
Detailed Cardholder Purchase Log
Evidence of Property Book Officer Notification
Case Disposition
Case Disposition
Notes
Valid Transaction
Save
Done
For Official Use Only (FOUO)

Click the “Logoff” button to exit out of Data Mining.

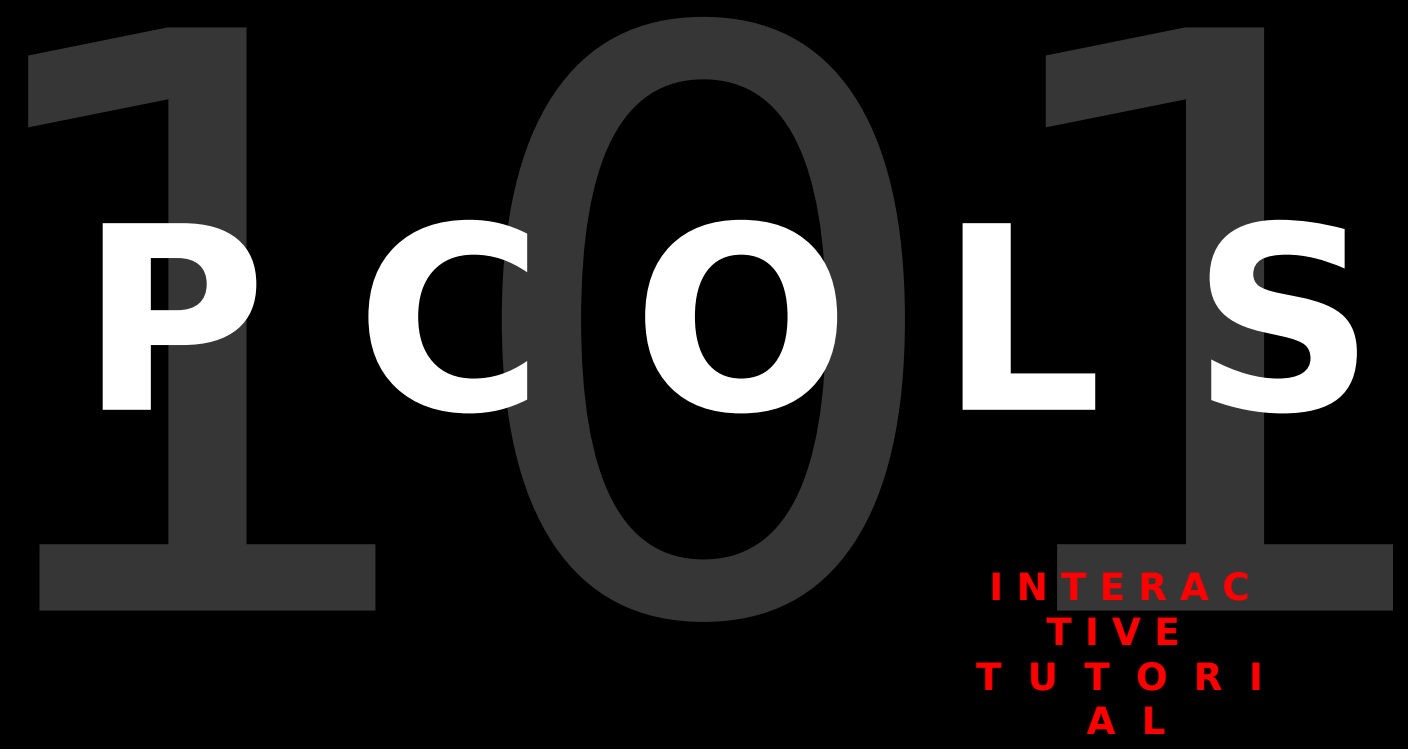


You have successfully logged off. Click the arrow to continue.


Purchase Card
Data Mining / Risk Assessment
You have been successfully logged off the system!
For Official Use Only (FOUO)
Internet | Protected Mode: On

This concludes the PCOLS 101 Interactive Tutorial:

How to Disposition a Case in Data Mining



To exit tutorial press ESC on your Keyboard